

Seattle Film Institute



2019-20 Catalog

MESSAGE FROM THE PRESIDENT

Welcome to SFI: The Big Picture

Students come to Seattle Film Institute because they have a passion for film. SFI takes full advantage of its location in the heart of Seattle and is proud to be the only accredited film school in the Northwest and that it has prepared students for successful careers for twenty-five years. SFI's programs feature a hands-on education where students learn real-world skills as they are guided by a mentor-based faculty anchored by experienced and working professional filmmakers who provide the foundation necessary to launch careers in today's fast-paced film environment. SFI offers accelerated undergraduate and graduate programs with choices of on-ground, online, and hybrid schedules featuring:

- **Filmmaking**
- **Digital Arts, Animation & Game Design**
- **Acting For Film**
- **Producing**
- **Audio Production & Sound Design**
- **Composing for Film**

At SFI, all of its diverse programs and its robust curriculum live together in one space. The Filmmaking students are across the hall from the Acting for Film students. The Composing for Film students meet up with film directors, sound designers, and editors in the lounge to talk around ideas. The Digital Arts, Animation, & Game Design students and Audio Production & Sound Design students are not only working on their own projects but are also working with the filmmaking and producing programs. Everyone at Seattle Film Institute is not only learning the specifics of their individual craft, but they are also learning and collaborating together—literally from their very first minute at Seattle Film Institute. This, then is SFI's "secret" ingredient—a film school where the filmmakers, the actors, the producers, the sound designers, the animators and game designers, and the composers are all learning and working in an intensely collaborative and hands-on environment together at a school large enough to house a film studio but where everyone is together all in one building.

Welcome to the Seattle Film Institute.



David J. Shulman
President

The Online Catalog (OC) is the official Seattle Film Institute compilation for all certificate and degree programs. The OC is available at <https://www.sfi.edu/admissions/catalog>. The OC will serve as the basis for all graduate, undergraduate, and non-degree certificate program requirements for the academic year. Students must follow the catalog that was current at the time of their admittance for all program-related requirements. For current policy and curriculum requirements refer to the SFI online catalog. The production of a printed catalog will take place following the freezing of the OC for that year. The Online Catalog is issued on an annual basis. Current students (or any other individual) may obtain a printed copy of this catalog at the main administrative offices of the Seattle Film Institute.

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ABOUT SFI

Seattle Film Institute
3210 16th Ave. W.
Seattle, WA 98119
206-568-4387
www.sfi.edu

HISTORY

Seattle Film Institute, founded in 1994, began by offering a comprehensive program of continuing education classes. In 2000, SFI first offered its full-time total immersion program in filmmaking. Now, SFI is the region's largest stand-alone film school providing education with certificate programs, undergraduate degrees, and graduate degree programs. SFI provides its programs within the context of building a foundation for collaboration and the development of professional careers in the areas of Filmmaking, Producing, Sound Design & Recording Arts, Motion Graphics & Visual FX, Acting for Film, and Film Music Composition.

MISSION AND SUPPORTING OBJECTIVES

The Mission of the Seattle Film Institute is to serve students, employers, and the community through education for filmmaking careers by providing students with the knowledge, skills, tools, and hands-on experience that are needed:

- To pursue a professional career
- To follow their own creative path
- To furnish a foundation in filmmaking for individual and collaborative work in the visual realm and the world of media.

The Supporting Objectives of the Seattle Film Institute:

To Serve the Student:

- By providing education focused on both technical and conceptual skills.
- By providing faculty with field-specific and professional experience.
- By providing a career-oriented curriculum that develops a culture of collaboration.
- By providing assistance with the transition to employment in their chosen career fields.

To Serve the Employer:

- By providing graduates who have the skills necessary to establish careers and perform the tasks required in the workplace and understand the professional and career responsibilities of their chosen field.

To Serve the Community:

- By providing access to educational choices in areas that are underserved or unavailable in the community.
- By providing the community access to the educational resources of Seattle Film Institute through continuing education classes and workshops and access to the facility and its resources.

LICENSES AND APPROVALS

Seattle Film Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award certificates, bachelor degrees and master degrees. ACCSC is recognized by the Council for Higher Education Accreditation (CHEA). ACCSC is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, and can be contacted at 703-247-4212.

Seattle Film Institute is authorized by the *Washington Student Achievement Council* and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Seattle Film Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about requirements of the act or applicability of those requirements to the institution may contact the Council at:

Washington Student Achievement Council
P.O. Box 43430,
Olympia, WA 98504-3430. Or by email: degreeauthorization@wsac.wa.gov

Seattle Film Institute is licensed by the *Washington State Workforce Training and Education Coordinating Board* (under Chapter 28C.10 RCW) for its non-degree certificate programs. Inquiries or complaints regarding this or any other private vocational school may be made to:

Washington State Workforce Training and Education Coordinating Board
P.O. Box 43105
Olympia, WA 98504-3105
Phone: (360) 709-4600
Email: wtecb@wtb.wa.gov Website: www.wtb.wa.gov

Seattle Film Institute is listed as an *Eligible Training Provider* enabling eligible students to apply for funding from a variety of State and Federal funding programs, including but not limited to Workforce Retraining and Trade Adjustment Act (TAA) funding.

Seattle Film Institute is authorized under federal law to enroll non-immigrant alien students. The Seattle Film Institute is approved for the training of veterans and eligible persons under the provisions of the GI Bill® (Title 38, United States Code).

Selected programs of study at Seattle Film Institute are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

OWNERSHIP

Seattle Film Institute is owned and controlled by Seattle Film Institute, Inc., a Washington corporation. The Officers and Directors of Seattle Film Institute Inc. are:

David Shulman: President
Smadar Friedlander: Vice-president
Diane Panteleakos: Secretary

ADMINISTRATIVE OFFICERS

President: David Shulman
Provost, Academic Affairs Officer and Registrar: David Trees
Associate Director and Director of Education: Monique Anair
Business Office: Susan McElory

Admissions and Student Services—Career Services and Placement: Chris Blanchett
Student Services—Student Success Advisor: Mackenzie Glisson
Director of Financial Aid: Ted Haas
Librarian: Conan McLemore

ARTICULATION AND RECIPROCITY AGREEMENTS

Seattle Film Institute has articulation agreements with:

- Highline Community College. Students who complete the requirements outlined in the Highline Community College/Seattle Film Institute articulation agreement are admitted to the BA in Film Program at Seattle Film Institute.
- Santa Fe Community College. Students who complete the requirements outlined in the Santa Fe Community College/Seattle Film Institute articulation agreement are admitted to the BA in Film Program at Seattle Film Institute.
- Central New Mexico Community College. Students who complete the requirements outlined in the Central New Mexico Community College/Seattle Film Institute articulation agreement are admitted to the BA in Film Program at Seattle Film Institute.
- Seattle Film Institute has been approved by Washington Student Achievement Council to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.



National Council for
State Authorization
Reciprocity Agreements

Approved Institution

FACILITIES

Seattle Film Institute is located in Interbay, a stone's throw from downtown, in an area of Seattle that is ideal for meeting both educational and student needs. The Seattle Film Institute is within easy access of housing as well as production services and facilities that provide both educational and employment opportunities for the SFI community. The immediate neighborhood offers amenities attractive to students such as coffee shops, restaurants, and supermarkets. Students benefit from the location as it provides convenient access to housing opportunities and an incredible wealth of location opportunities within walking distance of the Institute.

The Seattle Film Institute is located in a purpose-driven 10,000 sq. ft. building. The overall design of the space promotes the institute's educational objectives in terms of the teaching needs of specific programs and also facilitates the interaction and collaboration between students enrolled in different programs. The Institute's list of equipment available for student use includes a variety of 16mm and 8mm cameras, HD cameras, professional lighting and sound equipment, Steadicam, dollies, and computer stations for editing and music composition.

The state-of-the-art facility includes:

- Student Lounge: room 101
- Equipment Room: room 103
- Production Stage: room 104
- Editing Lab: room 102
- Audio Mix Room: room 106

- Administrative Offices: rooms 201A-201E
- Business Office room 201A
- Registrar: room 201B
- Career Services: room 201C
- Admissions: room 201B
- President's Office: room 201E
- Library/Resource Center: room 202
- Theater: room 204
- Pacific Northwest Film Scoring Program
Classroom and Lab: room 206
Administrative Office: room 207
- Additional Classrooms: 105, 203, 205

HOURS OF OPERATION

Seattle Film Institute Administrative Offices and the Resource Center are open from 9:00 a.m. to 5:00 p.m. Monday through Friday. Computer labs and access to the online library are available from 9:00am to 10:00pm Monday through Thursday and 9:00am to 6:00p.m on Friday. Weekend hours for Computer labs, the Resource Center, and the online library as well as for project-related activities such as auditions and shoots will be posted at the Institute.

CLASS TIMES

The schedule received for each term will indicate the days and hours classes meet. Classes meet Monday through Friday unless otherwise indicated. Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time. Standard breaks may be given as appropriate for class time. Scheduled times are as follows and apply to all classes in all programs:

Day Classes Commence: Between 9:00 a.m. to 7:00 p.m. Monday – Friday;

Evening Classes: Between 5:00 p.m. to 11:00 p.m.



SEATTLE FILM INSTITUTE LIBRARY AND LEARNING RESOURCE CENTER

The role of the Seattle Film Institute library is to provide access to the world of knowledge and information to the institution's community of students, faculty, and staff. The library fills its role through the combination of its physical collection, the online library, and interlibrary loan services that cumulatively meet the needs of Seattle Film Institute's educational program.

Learning Resource Center

The campus has a Learning Resource Center (LRC) located in its facility, which provides materials to support Seattle Film Institute's mission and curriculum and helps each student attain his or her educational goals. The collection includes books (circulating, reference, and reserve), screenplays, all format Videos (DVDs, etc.), CDs, and a specific Sound FX and Music collection for production work. Students also have access to the Online Library, an electronic library system specially designed to support the programs and students of Seattle Film Institute. A staff librarian works with the Institute to manage the Learning Center and Online Library resources and to provide support to SFI students through scheduled hours and the "ask-a librarian" support system.

The LRC provides access to field-specific works in the areas for which Seattle Film Institute provides training. The physical collection of Seattle Film Institute is located in its own dedicated space—the LRC (Room 206) and in various classrooms. For example, books, scripts, and material related to screenwriting are located in Room 203 where many screenwriting classes are taught. The specific distribution of material is posted in the Resource Center. Access to the LRC is through the administrative area, which allows student access and checkout to occur during all normal building hours and allows for maximum flexibility and efficiency in terms of staffing and student use. The LRC is open during normal building hours of operation and Tuesday and Thursday evenings from 6:00pm-10:00pm. Librarian hours are posted at the Learning Resource Center and the librarian is also available through SFI's "Ask-a-Librarian" real-time response via online requests.

Online Library

The online library is an internet-accessible information center committed to facilitating the learning and achievement of the Seattle Film Institute community. This "virtual library" powered by the Library Information Resource Network (LIRN®) provides students with peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, video resources, and reference materials from Gale Cengage, ProQuest, EBSCO, eLibrary, and more. Instructional materials are available for students and faculty and are designed to enhance information literacy skills. Students can access the online library and the Seattle Film Institute online catalog through a computer located in the Resource Center (206) as well as in the primary computer labs—Room 103 and 202 during all hours in which the building is open for use, as well as 24/7 for those with Internet access.

ADMISSIONS

NOTICE OF NON-DISCRIMINATION

In the recruitment and admission of students, Seattle Film Institute does not discriminate on the basis of race, creed, color, national origin, gender, sexual orientation, veteran or military status, age, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Religious Accommodation:

Seattle Film Institute will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

Student Recruiting and Admission Activities

Seattle Film Institute does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

CERTIFICATE IN FILM PROGRAM ADMISSION AND APPLICATION REQUIREMENTS

For admission to Seattle Film Institute Certificate in Film program, applicants must have graduated from high school with a minimum 2.0 GPA, or have passed the GED or an equivalent.

Application Requirements:

- Application
- Application essay
- Official transcript or documentation demonstrating completion of high school or a transcript from an accredited post-secondary institution.

BACHELOR OF ARTS IN FILM PROGRAM ADMISSION AND APPLICATION REQUIREMENTS

Application Requirements:

- Application
- Application essay
- Official transcript, diploma, or documentation demonstrating completion of high school or a transcript from an accredited post-secondary institution.

MASTER PROGRAMS ADMISSION AND APPLICATION REQUIREMENTS

- **Master of Arts in Producing for Film**
- **Masters in Music in Film Composition**
- **Master of Fine Arts in Filmmaking**
- **Master of Fine Arts in Filmmaking and Producing**

Admission requires a bachelor's degree from an accredited college or university with at least a 2.0 (on a 4.00 scale) grade point average.

Application Requirements for all Masters Programs:

- Application
- Application essay
- Two letters of recommendation
- Official Transcript demonstrating completion of B.A. degree
- Optional Work Sample

Additional Application Requirement for the Masters in Music in Film Composition Program: Portfolio of composition work that demonstrates competence in writing in a variety of music genres. Complete scores and live or midi recordings are required.

INTERNATIONAL STUDENT ADMISSIONS

An international student is defined as one whose country of permanent residence is not the United States. Foreign transcripts (if not in English) must be accompanied by an English translation. Additional information, beyond the original submission, may be required before SFI can determine a student's final admissions status. International students whose first language is not English must demonstrate proficiency in written and spoken English to assure the ability to successfully complete the chosen program of study. Proficiency will be determined by an interview with the program director or academic affairs officer, or applicants must demonstrate English language competency through TOEFL (Test of English as a Foreign Language). Under specific circumstance, the program director may choose to waive TOEFL requirements based on a personal interview and/or a field-specific assessment of language competency. A minimum paper-based TOEFL score of 550, a minimum internet-based TOEFL score of 79, or a minimum computer-based TOEFL score of 213 is required. If accepted for admission, international applicants will be asked to provide documentation that demonstrates the ability to meet educational costs and living expenses while at the Institute. Upon confirmation of enrollment the Certificate of Eligibility for Non-Immigrant Student Status (Form I-20) will be issued. International students are ineligible for the state and federal financial aid programs in which the Institute participates. Seattle Film Institute does not provide visa or language services. To maintain U.S. Customs & Immigration Service status, all international students are required to be enrolled as full-time students.

TUITION AND FEES

Undergraduate Filmmaking Programs

BA in Film Program

Full-Time Cohort Tuition:	\$7,560.00 per quarter
All other schedules:	\$420.00 per credit
Total Program—10 quarters	\$75,560.00
Total Program—5-quarter Completion Degree	\$37,800.00

Graduate Filmmaking Programs

Master of Arts (MA) in Producing for Film

Master of Fine Arts (MFA) in Filmmaking

Master of Fine Arts (MFA) in Filmmaking & Producing

Full-time Cohort Tuition:	\$8,250.00 per quarter
Less than 6 credits per quarter:	\$600.00 per credit
Total Program—MA in Producing for Film—4 quarters:	\$33,000.00
Total Program—MFA in Filmmaking—6 quarters	\$49,500.00
Total Program—MFA in Filmmaking & Producing—9 quarters:	\$74,250.00

Master of Music in Film Composition

Full-time Cohort Tuition:	\$8,250.00 per quarter
Less than 6 credits per quarter:	\$600.00 per credit
Total Program—4 quarters:	\$33,600.00

Additional Fees for all Undergraduate and Graduate Students

Technology Fee:	\$175.00 per quarter
Matriculation (one-time, non-refundable)	\$150.00

For purposes of financial aid, an academic year for full-time students in Undergraduate Film programs is considered to be 36 credits for three quarters (12 credits per quarter).

Graduate students must be enrolled for a minimum of 18 credits for three quarters (6 credits per quarter) to be considered full-time.

Tuition includes access to all basic equipment needed to complete the assigned projects.

Tuition and fees are due no later than the first day of the quarter (see academic calendar below). All tuition, fees, and other charges are payable in U.S. dollars (\$US). Students who fail to pay their account in full or who fail to make scheduled Installment Plan payments will have a late fee assessed to their account. Students with past-due account balances will not be permitted to register for future quarters, obtain an official academic transcript, or receive a diploma. Students also may be completely withdrawn from current classes.

Tuition and fees are subject to change without notice. Tuition is set at the time of enrollment in the program. If a student withdraws before the end of the program, and re-enrolls in a later session, the tuition rate will be pro-rated for time completed, and the remainder of the tuition will be based on the tuition in effect for the balance of the new program.

REFUND AND CANCELLATION POLICY

The Institute adheres to the refund policy in the Enrollment Agreement and Student Contract provided to the student at registration.

1. The Seattle Film Institute will refund all money paid if the applicant is not accepted. This includes instances where a starting class may be canceled by the Institute.
2. The Seattle Film Institute will refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. If training is terminated after the student enters classes, the Seattle Film Institute retains a percentage of the total tuition as described in the following table:

Schedule of Tuition Refunds

- **First week** of the quarter: 100%
- **Second week** of the quarter: 75%
- **Third week** of the quarter: 50%
- **Fourth and fifth weeks** of the quarter: 25%
- **Sixth and following weeks** of the quarter: 0%

Note: A week is defined as five business days beginning on the first day of each quarter. Specific dates for refunds are available on the Academic Calendar that appears below.

4. When calculating refunds, the official date of a student's termination is the last day of recorded attendance if that date can be determined or:
 - a. When the Institute receives notice of the student's intention to discontinue the training program; or,
 - b. When the student is terminated for a violation of a published Institute policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for thirty calendar days or,
 - d. the date the school was notified or learns of the student's non-attendance
5. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 15 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the Institution (i.e. date of determination of withdrawal for a student who fails, without notice, to attend class for thirty calendar days would be thirty calendar days after the last class has been attended). Credit balances due will be refunded to the student/lender as requested.

Effect on Financial Aid

Dropping courses may affect your current and continued eligibility for financial aid. Please refer to the Satisfactory Academic Progress (SAP) section below. It is recommended that you discuss the impact of dropping below 12 credits with the Seattle Film Institute Financial Aid Officer prior to completing the drop or withdrawal process.

Complete Withdrawal

If, during a quarter, a student who receives financial aid completely withdraws from Seattle Film Institute, the tuition refund is calculated as described above.

However, if the student received, or was entitled to receive, any federal (Title IV) funds, the return of the Title IV funds will be calculated by determining the percentage earned and applying this percentage to the total amount of Title IV assistance disbursed (and that could have been disbursed) to the student for the period of enrollment as of the student's withdrawal date. The percentage of Title IV funds earned is equal to the percentage of the period of enrollment that the student completed as of the withdrawal date if it occurs on or before the completion of 60 percent of the period of enrollment. The percentage of Title IV funds that have not been earned by the student is determined by taking the complement of the percentage of Title IV funds earned. The unearned Title IV funds will be returned to financial aid sources based on federal guidelines in the following order:

- Unsubsidized federal Direct loan
- Subsidized federal Direct loan
- Federal PLUS loan
- Federal Pell grants
- Other federal, state, or private aid

Veterans Refund Policy

Seattle Film Institute's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the application/registration fee is subject to proration. The amount charged will not exceed the exact prorata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.



FINANCIAL AID

Information and assistance with financial aid is available through the financial aid office at the Seattle Film Institute: (800) 882-4734 or 206-568-4387. Financial aid opportunities include institutional grants, federal financial aid such as Pell Grants, Direct Loans, Plus Loans, Work-Study, and Veterans benefits. Additional information about financial aid and the options listed below is available at <https://www.sfi.edu/admissions/tuition-financial-aid>.

FEDERAL LOANS

Federal Loans are funds that you must repay. The Federal Loan programs offer a secure, government-regulated, and reasonably affordable way to invest in yourself and your goal of a higher education. Even though some loans are based on financial need, there are programs available to all federally eligible students regardless of income. Types of loans include Subsidized and Unsubsidized Direct Loans and PLUS Loans (for Graduate Students or Parents of Dependent Undergraduate Students).

GRANTS

Grants are available on the basis of financial need and do not have to be repaid. Grant funds are available through the Federal Government. Grants are awarded to students who demonstrate the greatest financial need.

FEDERAL WORK STUDY

Federal Work Study provides part-time job opportunities for undergraduate and graduate students with financial need, allowing a student to earn money to help pay educational expenses.

OUTSIDE SCHOLARSHIPS

Scholarships are usually monetary awards given to students by an organization or donor to help pay for the students' education. Students must meet the organization or donor's criteria, which may entail pursuing a certain program of study, demonstrating financial need, or being an exemplary student. You do not have to repay scholarship funds. Each scholarship usually requires a separate application.

INSTITUTIONAL GRANTS

Seattle Film Institute may award a **Seattle Film Institute Grant** to students seeking to complete an undergraduate or graduate program. Funding is limited and is awarded based on financial need. Once all funds have been exhausted, no additional awards will be made during that award period. The Seattle Film Institute Grant is available for up to 5 quarters of academic study for undergraduates, up to 4 quarters for Master of Arts and Master of Music students and up to 8 quarters for Master of Fine Arts students.

Application Procedures

- Students who apply for admission to Seattle Film Institute and file a FAFSA are automatically considered for a Seattle Film Institute Grant. A separate application is not required for this grant.

Selection Criteria

To qualify for a Seattle Film Institute Grant, students must:

- Demonstrate sufficient financial need; and
- Complete verification, if selected.

Other Institutional Grants

- Seattle Film Institute may award additional institutional grants in certain circumstances to students seeking to complete an undergraduate or graduate program. Funding is limited and is

awarded based on financial need. Award amounts vary and are subject to annual evaluation. A FAFSA is required to be considered for institutional grants.

VETERANS EDUCATIONAL ASSISTANCE PROGRAMS

Most programs offered at Seattle Film Institute are approved for the GI Bill® and the Veterans Rehabilitation Program. SFI is a participant in the U.S. Department of Veterans Affairs (VA) Yellow Ribbon Program. Veteran's benefits depend upon the time and period of military service. For assistance, contact the Academic Affairs Officer at the Seattle Film Institute, David Trees, 206-568-3287, email: djtrees@sfi.edu. Information can also be obtained at www.benefits.va.gov/gibill.

In accordance with the VA's 85/15 Rule (USC 3680A(d)(1)), Seattle Film Institute limits student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Seattle Film Institute has a two-week holiday break at the end of December. VA students attending programs commencing in the Fall who are receiving GI Bill® benefits will not be able to be paid Basic Allowance for Housing during the break. The VA does not provide these benefits during breaks lasting longer than 5 days.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.*

ACADEMIC POLICIES AND INFORMATION

ACADEMIC CREDIT AND DEFINITION OF A CREDIT HOUR

Academic Credit

Seattle Film Institute operates on a quarterly academic calendar (10 weeks). All course work for certificate, undergraduate and graduate degree programs at the Seattle Film Institute is measured in quarter credit hours.

Seattle Film Institute awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. Seattle Film Institute has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$ or, for all of these categories, the equivalent amount of work over a different amount of time.

DISTANCE EDUCATION

Seattle Film Institute offers distance education for certain courses and/or programs. All existing Seattle Film Institute policies, such as grading, course evaluation, and admission criteria, apply to all activities bearing Seattle Film Institute academic credit, including distance education. Seattle Film Institute is committed to providing a quality educational experience for all students regardless of geographic location or mode of delivery.

Students enrolled in online programs or participating in instruction or field experiences in locations other than Seattle have access to the same services as residential students. Likewise, necessary and sufficient practices are followed to assure the privacy of all students regardless of geographic location or mode of delivery.

In advance of registering for a distance education course, students will be informed if a course requires specific equipment or skills, and students will be made aware of information about any hardware and software requirements and prerequisite skill level.

What follows is a summary of policies, resources, and services that are of particular note to distance education students. Distance education students are strongly encouraged to review the information below as well as that available within the program-specific portion of the catalog.

Definitions

Seattle Film Institute uses the following definitions related to distance education as set forth by the National Council for State Authorization Reciprocity Agreements (NC-SARA, a voluntary regional approach to state oversight of distance education):

- “Distance Education” means: instruction offered by any means where the student and faculty member are in separate physical locations. It includes, but is not limited to, online, interactive video and correspondence courses or programs.
- “Blended” means: an educational program or course that includes both face-to-face and distance education.
- “Synchronous” means: instruction, lecture, class activities that are happening on main campus in a scheduled room location and are web broadcast at the same time.
- “Asynchronous” means: activities, assessments, readings, homework and other lessons that students do on their own outside the regularly scheduled classroom time. Often such material is used to prep students for assessments.

Access to Student Services for Distance Education Students

Seattle Film Institute provides the same services for distance education students as it does for residential/campus-based students. Services include assistance with enrollment and registration, orientation, financial aid, counseling, veteran's affairs, career services and placement, and access to the Learning Resource Center. The following guide provides a summary of available services.

Academic Advising

Academic advising is provided via the faculty advisor assigned by the Director of Education and/or the Academic Affairs Officer. To contact David Trees, Academic Affairs Officer, please call 206-568-4387 or email: djtrees@sfi.edu.

Career Services and Placement

Career Services provides comprehensive career advising, counseling, and placement services to students, alumni, employers, and other members of the Seattle Film Institute community. Contact with Career Services takes place through any combination of the following: phone, Skype (or equivalent service), email, the dedicated Seattle Film Institute LMS system. A dedicated Distance Education page offers distance education students a quick snapshot of services available to them including Skype and phone mock interviews, resume reviews, and virtual career fairs. To contact Chris Blanchett at career services, please call 206-568-4387 or email: chris@sfi.edu.

Financial Aid

For students who are eligible, Seattle Film Institute offers Federal Financial Aid, Veterans Benefits, and other institutional support for our distance education programs. The financial aid director assists distance education students with all aspects of the financial aid process, including application processing, budget preparation and management of education loans. The financial aid director is available by phone or by email. You may also schedule an appointment for one-on-one consultations as needed. To contact Ted Haas, the Financial Aid Director or to schedule an appointment, please call Michael Philpott at 206-568-4387 or email: michael@sfi.edu.

- **Library and Learning Resource Center**

Distance Education students have access to learning resources that are equivalent to those available to students in residential programs as follows:

- **Direct Borrowing**

The student is allowed to borrow materials from the Seattle Film Institute Learning Resource Center through direct checkout.

- **Interlibrary Loan**

The home library provides traditional Interlibrary Loan services for the student and is responsible for requesting the materials and for the delivery to the student.

- **Electronic Databases**

Distance Education students have the same access to all electronic databases and full text sources provided by Seattle Film Institute to its residential students.

- **Reserve Materials**

The student has access to reserve materials associated with the class he or she is taking. If the materials are not available online or directly from Seattle Film Institute, special arrangements may be made by the Learning Resource Center to provide the materials at a host location.

- **Reference Services & Collections**

Distance Education students have access to reference services from the Seattle Film Institute Learning Resource Center via phone and email.

- **Library and Learning Resource Center Assistance**

For assistance with any of the above services or any other Library and Learning Resource Center assistance, please call Michael Philpott at 206-568-4387 or email: michael@sfi.edu.

New Student Orientation

Student Orientation is offered on-campus and online. For more information on when and where to attend face-to-face or how to access the online orientation, please call Michael Philpott at 206-568-4387 or email: michael@sfi.edu.

Online Moodle Orientation

Moodle is the primary online platform Seattle Film Institute uses to deliver distance education. After registration in a distance education course or program, all students will participate in the Moodle orientation. For more information on how to access the online orientation, please call Monique Anair at 206-568-4387 or email: monique@sfi.edu.

SFI Cross-Listed Courses

SFI occasionally offers cross-listed courses that can be taken for credit towards degree completion. Cross-listing a course means that a single course is offered for registration under two or more disciplines or programs. In most cases, the course is identical for everyone participating. However, in some cases, the requirements of the course differ according to the listing. Cross-listing is designed to provide interdisciplinary curriculum and allow more choice for students. Class rosters will remain separate for each course listed, so faculty must submit attendance and grade records separately at the end of the course session and not on a common form. For further information regarding cross-listed classes please contact the SFI Registrar.

Technical Support and Distance Education Help Desk and General Support, Assistance, and Questions

Technical support services, i.e., Help Desk are available Monday – Friday during regular school terms from 8:00 am until 6:00 pm. Please call Steve Bradford at 206-568-4387. Email requests for assistance should be sent to: steve@sfi.edu. For general support, please contact Seattle Film Institute at 206-568-4387 or via email at info@sfi.edu for any needed support involved with distance education or your education at Seattle Film Institute.

CLASS SIZE AND RATIO

Classes at Seattle Film Institute range from 2-40 students. The maximum class size in a lecture-only class is 40 students. The maximum class size in all other classes is 22 students. The teacher to student ratio is an average of 1:15.

COURSE PREREQUISITES

A prerequisite is a condition of enrollment that students are required to meet to demonstrate readiness for enrollment in a course or program. For classes which require either a prerequisite or successful completion of a proficiency test, the proficiency test does not substitute for completion of any class and no course credit or class waiver is given for the successful completion of the proficiency test.

Where course prerequisites have been set, instructors may require that any student who has not taken the specified prerequisites for the course must withdraw. Instructors may, however, grant permission, on an individual basis, for a student to take a course without having taken the prerequisite(s).

COURSE CHALLENGE AND PRIOR LEARNING EXPERIENCE

Under certain circumstances, the Institute may award credit or waive requirements based on course challenges or prior learning experience. Students must obtain permission from the program director and/or a faculty committee to receive credits or waive requirements. Assessments will be made by examination and/or an analysis of a combination of previous class equivalencies, of portfolio work

and/or work experience. In cases where students are awarded credit or have requirements waived, candidates must complete a minimum of 46 credits at the Seattle Film Institute.

PROGRAM REVISIONS AND COURSE SUBSTITUTIONS

Seattle Film Institute reserves the right to change its curricula, course content, subject matter, tuition, fees, academic policy, administrative policies, and other aspects of the education provided or of the institution itself. In all cases, appropriate notice shall be given to concerned parties and regulatory agencies. Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible. Course substitutions and adjustments to the requirements of published curricula can be made at the discretion of the Academic Affairs Officer for individual students as long as the intent and overall content of the program of study are not significantly altered. Students can petition to the Academic Affairs Officer for substitution of courses and the Academic Affairs Officer must approve course substitution.

COURSE OR PROGRAM CANCELLATION

Students who are enrolled in a course or courses required for completion of a program, which is canceled by Seattle Film Institute, will be allowed to take a comparable course that fulfills the degree or program requirement with no additional tuition payment. If SFI cancels the entire program, students are entitled to 1) a refund for the portion of the program that is not completed or 2) participate in an approved teach-out for the remainder of the program.

COURSE NUMBERING SYSTEM

Course Numbering:

Credits for Seattle Film Institute classes are given on a quarter basis. Course numbers are alphanumeric with a two or four-letter prefix which reflect the area of emphasis and/or program and a three digit number which reflects the level or placement within the program.

Certificate in Film and BA in Film Programs:

300-499: Upper division core classes and classes in a specific area of concentration.

Master Degree Programs:

500-above: Master Program Courses

GRADING SYSTEM

The grading system incorporates letter grades which have the following numeric equivalencies:

Letter Grade	GPA Credit	Transcript Explanation	Definition of letter grade/Policy statement
A A-	4.0 3.7	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence
B+ B B-	3.4 3.0 2.7	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
C+ C C-	2.4 2.0 1.7	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level

D+ D D-	1.4 1.0 0.7	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
F	0	Failure	Fails to meet the course objectives; does not fulfill course requirements

Additional Letter Codes (no “grade-point” is assigned):

- CR=Credit
- P=(Pass) Passing mark for a non-lettered graded class; passing mark for a letter-graded class if a student elects to take it on a Pass/No Pass basis when applicable; indicates passing mark for transfer credit; no effect on GPA.
- S= Suspension from Course
- T=Termination from Institute
- W=Withdrawal from Course
- I=Incomplete
- IP=(In-Progress) The In-Progress (“IP”) grade is issued when the student was not able to be evaluated by the end of the grading period and is used for special circumstances within a particular class. For graduate students, “IP” is generally used for projects that may extend beyond a single quarter. All uses of the “IP” grade must be submitted to and approved by the registrar. Upon completion of the class, a letter grade is issued. The registrar records the grade upon receipt of the Change of Grade form submitted by the instructor. If a grade is not submitted to the registrar within one calendar year, the grade of “IP” will automatically be changed to the grade of “F” by the registrar.

Academic Performance Measures:

Student academic performance is recorded, reported and monitored by the Registrar on a quarterly basis using the following measurements:

Grade Point Computation:

The grade point for an individual course is computed using the equivalent grade points shown above. The total grade points for the individual course are determined by multiplying the letter grade point times the credit hours for the course.

Quarterly Grade Point Average:

The quarterly grade point average (GPA) is computed by dividing the total grade points earned for all courses attempted in the quarter by the total credits attempted for that quarter.

Cumulative Grade Point Average:

The cumulative grade point average (CGPA) is computed by dividing the total grade points earned for all courses attempted at the Institute by the total credits attempted. The resulting CGPA is expressed as a whole number and a tenth, i.e. 2.2, 3.8. The CGPA is used in all evaluations of student academic progress and standing.

Non-punitive Grades and non-credit classes:

Non-punitive grades such as “I” or “IP” and grades for non-credit classes are not factored into the GPA or CPGA and do not affect progress standards for graduation (the Satisfactory Academic Progress section appears below).

WITHDRAWALS

A course from which a student has withdrawn and received a “W” grade will not affect the student’s CGPA. The course hours will, however, be added into the hours attempted for the purposes of evaluating the student’s maximum time frame for completion and successful program completion (the Satisfactory Academic Progress section appears below).

COURSE INCOMPLETES

The grade of Incomplete (I) is given at the discretion of the instructor. The “I” is only given if the instructor reasonably believes that the work required for completion of the class can be completed by the end of the next grading period. Incomplete work that is not completed by the next grading period, (or in the case of final grading period within 10 weeks of the last day of class) will be automatically converted to the grade of “F”.

The period of time the student has received an “I” grade will not affect the student’s CGPA. The course hours will, however, be added into the hours attempted for the purposes of evaluating the student’s maximum time frame for completion and successful program completion. When the “I” is replaced with the final grade, the final grade will affect the student’s CGPA as well as their maximum time for completion and successful program completion (the Satisfactory Academic Progress section appears below).

COURSE REPETITIONS

An undergraduate student making grades of “D” or higher has made full credit, but may repeat a course(s) if desired. A grade of “F” is a failure, and the course must be repeated to earn credit. For graduate students, making grades of “C” or higher has made full credit. A course with a grade below “C” must be repeated to earn credit. Credits for repeated course(s) can be used only one time when determining enrollment status for federal financial aid purposes. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student’s maximum time frame for completion and successful program completion (the Satisfactory Academic Progress section appears below). The highest grade will be calculated into the grade point average.

GRADE REPORTS

Grades are made available to students no later than three weeks after the last day of each quarter/and or each final grading period. Grade Reports are mailed to students via U.S. Postal Service.

STATUTE OF LIMITATION ON GRADE CHANGES

Grade changes may be filed until the end of the grading period following the one in which they were recorded.

GRADE APPEAL PROCEDURE

Students who have concerns with their final course grade and feel they have been improperly graded should try to resolve the grading issue with the instructor. If discussions with the instructor fail to resolve the issue, students should follow the policies in the Academic Appeals Procedure.

STUDENT COMPLAINT AND ACADEMIC APPEALS PROCEDURE

Student complaints can be addressed to The Academic Affairs Officer of the Seattle Film Institute, 3210 16th Ave. W. Seattle WA 98119, phone 206-568-4387. A student has the right to appeal any change in status determined by grades, attendance, or conduct to the Appeals Panel of the Seattle Film Institute. This includes appeals of suspension and termination. The Institute’s Academic Appeals Panel consists of the Academic Affairs Officer of the Institute and one faculty member. Other Institute officials may be included on the appeals panel for specific students as deemed appropriate by the Academic Officer of Seattle Film Institute—Official Catalog: 2019-2020

the Institute. It is at the discretion of the Seattle Film Institute whether the decision being appealed shall be enforced pending the outcome of the appeal.

The student must request the appeal in writing (3210 16th Ave. W. Seattle WA 98119) to the Academic Affairs Officer of the Institute within three business days of being informed of the action to be taken. The student must provide a complete explanation of the basis for the appeal and must attach appropriate documentation which provides evidence, justification, or reason for the student's situation. This includes documentation to support medical and/or family emergencies. The panel will convene within two weeks to hear and consider the appeal. The panel or the student may request the appearance of the student to clarify any materials or statements presented by the student. The panel is responsible for reviewing all materials presented by the student and available from the Institute and renders a final decision regarding the student's enrollment/academic status. The student will be notified of the determination of the appeal within one week of the convening of the appeal panel.

In cases where the appeals panel elects to reinstate the student in classes, the panel and/or the Academic Affairs Officer reserves the right to establish any conditions that apply to the student's continued enrollment at the Institute.

REGISTRATION

Upon completion of enrollment at Seattle Film Institute, students are registered for their first classes at Seattle Film Institute. As a cohort program, students are automatically enrolled in courses in their subsequent terms according to their initial academic plan (full-time or part-time). Students may change their status by contacting the Academic Affairs Officer.

LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions:

- A student may be eligible for a Leave of Absence if one of the following conditions applies:
- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

- A student may be granted a Leave of Absence (LOA) if a signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12 month time frame.
- There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.
- The student must have successfully completed a minimum of one grading period before being

eligible to apply for a LOA. One grading period is defined as ten weeks.

- Prior to applying for an LOA, the student must have successfully completed at least one quarter and received an academic grade or grades (A-F, P) for that quarter. Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

WITHDRAWAL FROM SEATTLE FILM INSTITUTE

- a. A student withdraws
- b. when the Institute receives notice of the student's intention to discontinue the training program or,
- c. when the student is terminated for a violation of a published Institute policy which provides for termination or,
- d. when a student, without notice, fails to attend classes for thirty calendar days or,
- e. the date the school was notified or learns of the student's non-attendance

TRANSCRIPT REQUESTS

It is the student's responsibility to confirm receipt of transcripts. Transcripts show all work completed at the Seattle Film Institute. You must have completed one quarter to order. Transcripts will not be released until all financial obligations are cleared. Transcripts are maintained for a minimum of fifty years.

Request a transcript:

Official transcripts can be ordered in person at the Administrative Office, by mail, or by fax, or by email. All requests will be processed within three business days, unless there are financial obligations due to the school. A printable transcript form is available as a PDF at the Seattle Film Institute website. The Office of the Registrar Fax number is 1-206-299-3285. When ordering a transcript(s) via mail or fax, you may use the PDF form mentioned above, or include the following in a letter:

- Your full name and any previous name
- Your social security number
- Your address and phone number
- Your signature
- Address to which the transcript(s) is/are to be sent

Mail requests to:

Seattle Film Institute
Attention: Registrar
3210 16th Ave. W.
Seattle, Washington 98119

Email requests to:

registrar@sfi.edu



**DEGREE AND CERTIFICATE PROGRAMS • TOP JOB
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FILM SCHOOL • HANDS-ON APPROACH**

STUDENT SERVICES INFORMATION

ACADEMIC ADVISING

All Students enrolled will be assigned an advisor from the Seattle Film Institute faculty. A student may request a change in advisors by contacting the Academic Affairs Officer. In addition to meeting with the assigned advisor, students should feel welcome to discuss their academic progress, career goals, or other questions with any of their instructors, the staff, or the Director of the Seattle Film Institute at any time.

CAREER SERVICES

During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The Career Services Office is the liaison between students and employers, and serves the students by promoting Seattle Film Institute to prospective employers. Career guidance and assistance is also provided through instructional components of the curriculum and through one-on-one contact with the Career Services Office. Career Services provides students and graduates with resources for resume writing, interviewing skills, and professional networking techniques. Several local and nationally recognized organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Employment and internship decisions are outside the control of Seattle Film Institute. Seattle Film Institute does not guarantee employment or salary. Graduates may return to Seattle Film Institute for assistance in advancing within their career paths.

INTERNSHIPS & CAREER OPPORTUNITIES

Students in our BA, graduate degree programs and non-degree professional certificate programs are eligible to participate in SFI's nationally renowned internship program, designed to bridge the gap between film student and working professional. Through the internship program, SFI students have gained valuable professional experience and contacts, working at some of the finest production companies, post-production facilities, and media-related firms in the country. In turn, the companies benefit from our students' superb training, knowledge, wide-ranging skill sets, and professional attitudes. Career guidance and assistance is also provided through instructional components of the curriculum and through one-on-one contact with the Career Services Office.

STUDENT SUPPORT SERVICES

Student Support Services at Seattle Film Institute either directly provides or facilitates counseling that deals with personal, social, vocational, and financial issues. Contact information is available from the Student Affairs Officer for school and outside resources such as free clinics, crisis clinics and hotlines, and contact information for dentists, medical resources, and counseling services.

HOUSING

Seattle Film Institute does not provide on-campus housing, but does assist students in locating suitable housing off campus.

COMMUNITY ENGAGEMENT

The curriculum of Seattle Film Institute is actively supported with guest-speakers, fieldtrips, and fieldwork. Seattle Film Institute hosts a robust series of events for the benefit of the Seattle filmmaking community. There is no admission charge and everyone is welcome. These events provide a platform to connect SFI students with the local film community. Currently Seattle Film Institute hosts the following regularly scheduled events:

- **Second Sundays: Open Screening**
Open Screen is a Seattle tradition for two decades that we're proud to host. Bring your short under ten minute film project, (or a link to it on the web) and check it out in front of an audience! Take a closer look: www.meetup.com/OpenScreening/
- **Third Sundays: Seattle Minute Movies**
Just like making movies? Each month SMM has a different theme for all participants to make a one-minute movie of. Find out more at SeattleMinuteMovies.wordpress.com or meetup.com/SeattleMinuteMovies
- **Fourth Sundays: DocuTalk**
This long running discussion series covers all angles on documentaries, from producing them and watching them to finding money to make more. More informal than the other groups. Usually held in the SFI Theater on the second floor. For more info: www.meetup.com/SeattleDocuTalk/
- **First Tuesdays: Adobe Software Users Group**
This user group is for anyone using the Adobe Creative Suite, every month is a different topic-- Basically everything except Premiere and Aftereffects.
- **Fourth Tuesdays: Web Producers**
All topics concerning producing for the web from viral, to streaming, to series. Usually held in the SFI Theater on the second floor.
- **First Thursdays: Adobe Premiere Users Group**
This group focuses on Premiere and AfterEffects. Beginning to advanced, everyone will learn something new-- or may have something of their own to contribute. Cut to www.meetup.com/Seattle-Adobe-Premiere-Users-Group-and-related-software/ for a close-up.

GENERAL INFORMATION

ACADEMIC CALENDAR: 2019-20

Undergraduate and MFA programs

Fall Cohort Start Date: September 23, 2019

Spring Cohort Start Date: March 23, 2020

Quarter/Year: 2019-20	Instruction Begins	Last Day of Instruction	Quarter Breaks
Fall Quarter 2019	September 23, 2019	December 6, 2019	Dec. 9- Jan. 5
Winter Quarter 2020	January 6, 2020	March 13, 2020	Mar. 14-Mar. 22
Spring Quarter 2020	March 23, 2020	May 29, 2020	May 30-June 7
Summer Quarter 2020	June 8, 2020	August 14, 2020	Aug. 15-Sept. 27

Quarter/Year: 2020-21	Instruction Begins	Last Day of Instruction	Quarter Breaks
Fall Quarter 2020	September 28, 2020	December 11, 2020	Dec. 12- Jan. 3
Winter Quarter 2021	January 4, 2021	March 12, 2021	Mar. 13-Mar. 21
Spring Quarter 2021	March 22, 2021	May 28, 2021	May 29-June 6
Summer Quarter 2021	June 7, 2021	August 13, 2021	Aug. 15-Sept. 26

Master of Music (MM) in Film Composition

Quarter/Year: 2019-20	Instruction Begins	Last Day of Instruction	Quarter Breaks
Fall Quarter 2019	Sept. 16, 2019	Nov. 22, 2019	N/A
Winter Quarter 2020	Nov. 25, 2019	Feb. 14, 2020	Feb. 15-Feb. 23
Spring Quarter 2020	Feb. 24, 2020	May 1, 2020	May 2-May 10
Summer Quarter 2020	May 11, 2020	July 17, 2020	

Master of Arts (MA) in Producing for Film

Quarter/Year 2019-20	Instruction Begins	Last Day of Instruction	Quarter Breaks
Fall Quarter 2019	Oct. 21, 2019	Jan. 10, 2020	N/A
Winter Quarter 2020	Jan. 13, 2020	March 20, 2020	March 21-29
Spring Quarter 2020	March 30, 2020	June 5, 2020	June 6-June 14
Summer Quarter 2020	June 15, 2020	August 21, 2020	

2019-20 holiday schedule

Holiday	Date observed	Day of week
Labor Day	9/2/19	Monday
Veterans Day	11/11/19	Monday
Thanksgiving Week Break	11/25/19-11/29/19	Monday-Friday
Christmas Day	12/25/19	Wednesday
New Year's Day	1/1/20	Wednesday
Martin Luther King Jr. Day	1/20/20	Monday
Presidents Day	2/17/20	Monday
Memorial Day	5/25/20	Monday
Independence Day	7/3/20	Friday

2020-21 holiday schedule

Holiday	Date observed	Day of week
Labor Day	9/7/20	Monday
Veterans Day	11/11/20	Wednesday
Thanksgiving Week Break	11/23/19-11/27/20	Monday-Friday
Christmas Day	12/25/20	Friday
New Year's Day	1/1/21	Friday
Martin Luther King Jr. Day	1/18/21	Monday
Presidents Day	2/15/21	Monday
Memorial Day	5/31/21	Monday
Independence Day	7/5/21	Monday

FACULTY

Monique Anair (Filmmaking), *BS in Mass Communications: Film (Emerson College, Boston), MA in Education (University of New Mexico, Albuquerque)*, has taught film production, cinematography, environmental media, and education leadership for the College of Santa Fe and Santa Fe Community College. Monique serves as the Associate Director for SFI and has worked in education, curriculum development and workforce training since 1999. Monique has worked as an underwater cinematographer, produced low-budget horror films, shot music videos and commercials, and worked on documentary films. She has been recognized for her cinematography at numerous film festivals and was recognized by New Mexico Women in Film for her outstanding dedication and contributions for mentoring women and minorities.

Amanda Bearse (Acting for Film) *BA in Arts & Literature (Antioch University), MA in Producing for Film (Seattle Film Institute)* is an actress, director, and comedian, who originally studied acting at New York City's Neighborhood Playhouse under instructor Sanford Meisner. She is best known for playing neighbor Marcy Rhoades D'Arcy on *Married... With Children*, and for her performance in the horror film *Fright Night*. In the 1990s, Bearse began directing television and directed over 30 episodes of *Married... With Children*, and went on to direct many other shows including *Malcolm and Eddie* and *Dharma & Greg*. Bearse also teamed with Rosie O'Donnell to direct *The Big Gay Sketch Show*, which debuted on Logo TV.

Steve Barsotti (Audio Production & Sound Design), *MFA in Recording Arts (Art Institute of Chicago)*, has worked as a studio director, recording engineer, and sound designer at studios such as the Experimental Sound Studio in Chicago and Jack Straw Productions in Seattle. He founded the Sound Art Festival in Chicago, *In the Eye of the Ear*.

Susanna Burney (Acting for Film), *BA in Acting (Boston University)*, is a professional voice over artist, actress, director, and teacher. For over 20 years, her voice has been heard on radio, TV, promotional and training films, and the web. Her talent has also been featured on video games including *Hoyle Casino and Kids Games*, and she is the character Jin in *F.E.A.R.* (Monolith, Sierra, and Warner Bros.). Her stage work has taken her to New York, Los Angeles, New England, Florida, and Scotland. Film credits include *The Beans of Egypt, Maine* and John Carpenter's *The Ward*.

Carlos Cruz (Filmmaking), *MA in Film and Television (Savannah College of Art & Design)* is an international commercial and music video director based in Seattle. He has worked in the U.S and Mexico market with brands like Reebok, Tetrapak, Microsoft, Unicef, Michelin, Warner Music Spain and Warner Music Mexico. Carlos is represented by Cortez Brothers in Los Angeles and he is currently working on several music videos and documentaries.

Jason Devore (Film Composition), *BA in Music (California State University, Chico)* has been working in the field of music and audio post-production since 1985. He has worked on sound design projects for long-format documentaries and feature films, as well as for companies including Microsoft, AT&T and Nike.

Sue Ennis (Film Composition), *MA (UC Berkley)*, is a nationally recognized songwriter, best known for her work co-writing over 70 songs with the platinum-selling Seattle rock band Heart. She has also written award-winning jingles, children's songs for a puppet theatre, and songs to accompany everything from fireworks to fund raisers for ladies' groups. She has earned 10 gold, 4 platinum, 1 triple platinum and 1 quintuple platinum albums. Her songs have also been included in the feature films "The Golden

Child” starring Eddie Murphy and that blockbuster film for the four year old set, “Thomas and The Magic Railroad.”

Marisa Erven (Digital Arts), *BFA in Production Animation* (Digipen Institute of Technology), is a concept artist and illustrator who specializes in science fiction and fantasy artwork. Previous industry contributions include creating cinematic content and concept art for video games, augmented reality, and independent film. She worked for ArenaNet as a motion graphics artist helping produce *Guild Wars 2*, a number one rated video game in 2012. She then worked on such popular video games as *Age of Empires II*, *Chroma*, *Defense Grid 2*, and *Windborne*.

Janice Findley (Filmmaking), *BFA in Art* (Pacific Lutheran University), has had a long and successful career in which she produces and directs experimental animation, experimental narrative film and live stage work. She has been honored with retrospective showings of her films including the Museum of Modern Art, NYC (where her work is part of the permanent collection). Findley’s film credits include *Beyond Kabuki*, *I Am the Night*, *Triple-Time*, *A Nermish Gothic*, and *Faux Paw*.

Alyssa Keene (Acting for Film), *BFA* (Cornish College of the Arts) is an actor, dialect coach, puppeteer, and educator. Her years of experience include teaching artists how to effectively communicate through vocal expression and text analysis. Her professional career has covered a wide variety of acting roles, and also includes dialect and vocal coaching, leading voice workshops, and assorted voice narration projects.

Ben Kerns (Filmmaking), *BFA* (University of Oregon); *MFA* (School of the Art Institute of Chicago), considers himself an explorer of light and human emotion. He is a filmmaker and cinematographer with a range of award winning independent films and numerous corporate clients. With over two decades of production experience, Ben also has a deep desire to share his knowledge and began teaching in 2007 in-between his film projects and commercial jobs.

Paul Kikuchi (Film Composition), *MFA in Music* (California Institute of the Arts), is a percussionist, composer, and instrument builder. Kikuchi is involved in a wide variety of musical projects, including percussion ensembles, Balkan brass and drum bands, toy instrument ensembles and jazz quartets and he co-founded the Prefecture Music Group and Empty Cage Quartet.

Todd Kovell, (Film Composition), *MM in Film Composition* (Seattle Film Institute), has been teaching music theory and composition for twenty years. He conducts three community orchestras, has an online sheet publishing company and is an active free-lance composer.

Steven Kramer (Digital Arts), *Ph.D* (Walden, Art Education), *MFA* (UCLA, Film and TV-Animation), is a 3D artist specializing in modeling, visual effects, and motion graphics. With a background in film and video games, he is a long-time instructor, most recently having taught at Art Institute of Seattle.

Jessie Lenderman (Filmmaking), *BA* (College of Santa Fe); *MFA* (Goddard College), has recently returned to her native Northwest after working in New Mexico and New York City as a filmmaking educator and documentary/independent/educational film editor. Her career has included editing broadcast media for PBS, Discovery Channel, Hallmark Channel, and also commercial editing for such clients as American Spirit, L’Oreal, United Way, National Dance Institute, and Los Alamos National Labs. She also has a background in music, theater, and gallery curation.

Hummie Mann (Film Composition), *Doctor of Musical Arts* (University of Salford Manchester) is a two-time Emmy-award winning composer/arranger who has collaborated with some of Hollywood's most celebrated directors in both theatrical and television films. His motion pictures projects have

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ranged from Mel Brooks' "Robin Hood: Men in Tights" to Peter Yates' "Year of the Comet". He is a sought-after educator and has given master classes across the globe—from China to Scotland.

Michael Place (Acting for Film), *MFA* (Yale University School of Drama) is an actor, director, producer, and teacher originally from Seattle. He presently divides his career time between New York City and Seattle where he has appeared in a variety of acting roles over the past decade. He is associate artistic director for P3/East and has trained in Suzuki Method and Ohta's Slow Tempo. Michael is the founding creative producer of One Coast Collaboration, an annual new play lab connecting national playwrights with Seattle based theater companies.

Vaun Raymond (Digital Arts), *MA in Digital Media* (University of Washington), specializes in documentary and non-fiction filmmaking. He produces educational, promotional and fund-raising films for government, corporate and non-profit organizations including the U.S. Army Corps of Engineers, King County, Port of Seattle and City of Hope cancer research hospital.

Matt Smith (Acting for Film), *BA in English* (Western Washington State College), is an actor, writer, improv teacher, communication coach, and an auctioneer. His screen credits include *My Last Year with the Nuns*, *Outsourced*, *Sleepless in Seattle*, *Spiderman*, and other features, and KING TV's *Almost Live*. Original solo plays include *My Last Year with the Nuns*, *My Boat to Bainbridge*, *All My Children* and others. Matt was a founding member of both Stark/Raving Theatre, and Seattle Improv.

Gabriel Taylor (Filmmaking), *MFA in Filmmaking & Producing* (Seattle Film Institute), has worked as a writer, director, producer, and editor. He has produced and edited feature documentaries and web series projects, most recently for the Nusol Capacity Fund and Forsher Productions. He has also written and directed several short films. Prior to teaching at the Seattle Film Institute he taught at Utah State University.

Akash Thakkar (Film Composition), *BM in Music* (Berklee College of Music), has created soundscapes and designs for a variety of gaming studios such as Zachtronic Industries, Heart Machine, and Galaxy Trails Studios. He has also directed voiceover work on multiple projects. He sound designed on the popular game *Hyper Light Drifter* (2014), and composed original music for the game *City Quest* (2013). He studied music and composing at the Berklee College of Music.

David Trees (Filmmaking), *BS in Film Production & TV* (Montana State University); *MFA in Filmmaking* (Seattle Film Institute), has had many adventures with the pen, including scripting film documentaries, writing for television, and a newspaper writing career as reporter, editor, and columnist. He was awarded the national Writer's Digest grand prize for his screenplay *Under High Woods*. He has studied both screenwriting and fiction writing at the University of Washington.

Heidi Walker (Acting for Film), *BFA in Communications* (Pacific Lutheran University), is half of one of Seattle's major casting houses, along with partner Jodi Rothfield. Their company, Big Pants Casting, handles a majority of casting for film and television in the Puget Sound area. Heidi's extensive casting credits include work on *The Hand That Rocks The Cradle*, *Assassins*, *Life or Something Like It*, *Stephen King's Rose Red* miniseries, and television series including *Northern Exposure*, *Twin Peaks*, and *The Fugitive*. Her career also includes casting searches for a long list of features including *Jerry Maguire*, *Forrest Gump*, *Honey I Blew Up the Kids*, *This Boy's Life*, *Ferris Bueller*, and many others.

Jacob Winkler (Film Composition), *MM in Instrumental Conducting* (University of Washington) is the Artistic Director for the Seattle Girls' Choir and the conductor of the Prime Voci. He has also written and produced soundtracks to several video games on the Nintendo DS and Apple iOS platforms including *The Simpsons Game* and *Iron Man 2*.

Doug Zangar (Film Composition), *MM in Film Composition* (Seattle Film Institute) is a musician, composer, arranger and producer. His composer credits include work for films such as *Anatomy of a Fly* and *The Clearing* and for clients such as Alaska Airlines. He has also done sound design and audio post work for Discovery and National Geographic channels.

COPYRIGHT POLICY

Copyright Infringement and Peer-to-Peer File Sharing:

SFI prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing as defined by Title 17 of the United States Code. Copyright infringement may result in civil and criminal penalties, including damages of up to \$150,000 per infringed work, imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq. In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using SFI's network will also be referred to the Academic Affairs Officer and be subject to disciplinary sanctions, up to and including suspension from the Institute. These and other policies are part of SFI's "Student Handbook" provided during mandatory orientation.

COPYRIGHT OF PRODUCTIONS

All productions created at the Seattle Film Institute must bear the copyright of the Seattle Film Institute and a title-card acknowledging that the project was produced at and by the Seattle Film Institute. Students retain complete control over the creative portions for which they are responsible, and may use any concepts, dialogue or stories they have created for any purpose they choose. Students may use copies of any production for which they have a credit for self-promotion, festivals, concept presentations and any other nonprofit use the projects may have. Any commercial use of the project requires the written consent of the Seattle Film Institute.

STUDENT CONDUCT AND SUSPENSIONS POLICY

Student Conduct Policy:

Violations of the Student Conduct Policy can result in disciplinary action including suspension or termination from Seattle Film Institute. Please refer to the *Student Complaint and Academic Appeals Procedure* section of this catalog for specific details. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint. The following is a list of behaviors that violate the Seattle Film Institute's Student Conduct Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors:

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of another individual.
7. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.

9. Violations by a guest of a student on school property. Students are responsible for the actions of their guests.
 10. Theft, attempted theft, vandalism/ damage, or defacing of school property or the property of another student, faculty or staff member.
 11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
 12. Use of cell phones and pagers during scheduled classroom times.
 13. Unauthorized entry into and/or use of school facilities.
 14. Forgery, falsification, alteration or misuse of school documents, records or identification.
 15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
 16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials.
 17. Extortion.
 18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
 19. Breach of peace on school property or at any school-sponsored or supervised program.
 20. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, or at any function sponsored or supervised by the school.
 21. While on SFI premises and while conducting school related activities off SFI premises (including but not limited to all shoots and filmmaking activity), no student may use, possess, distribute, sell, or be under the influence of alcohol, cannabis, or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair a student's ability to perform essential functions in a safe manner that does not endanger other individuals in the classroom or on the set.
 22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school related activities off SFI premises, including but not limited to shoot locations and filmmaking activity.
 23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
 24. Failure to satisfy school financial obligations.
 25. Failure to comply with direction of school officials, faculty, staff or security officers who are acting in the performance of their duties.
 26. Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions.
- Any violation of the institutions policies on the responsible use of technology including but not limited to:
- The theft or abuse of computer, email, Internet or Intranet resources.
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized downloading of copyrighted materials in violation of law.
 - Unauthorized use of another individual's identification and/or password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the school's computing system.

27. Harassment based on gender, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Interim Suspension:

The Seattle Film Institute may immediately remove or suspend a student from the Institute when, in the Seattle Film Institute's sole judgment, the student poses a threat of harm to himself, to others, or to property of the Seattle Film Institute or a member of the SFI community. During the interim suspension, students shall be denied access to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Academic Affairs Officer or designee may determine to be appropriate.

Search of Student's Property:

The Seattle Film Institute reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of the Seattle Film Institute staff that a serious risk to the health, safety and welfare of students, and/or the school community exists.

Violations of Law:

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of the Seattle Film Institute community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The Seattle Film Institute will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

SEATTLE FILM INSTITUTE CODE OF ETHICAL CONDUCT

Overview

This *Code of Ethical Conduct* forms part of the Institute's accountability framework and provides direction to you on a range of ethical issues that you may confront in your day-to-day work or study. Agreement to abide by this Code is an integral component of the Institute's contract of employment with its employees. The Seattle Film Institute is committed to complying with all applicable laws and standards, promoting a culture of fair and ethical behavior, and encouraging the reporting of violations of the law and matters detrimental to the Institute or its reputation.

This *Code of Ethical Conduct* is not intended to address every situation, but to make each individual aware of the general scope of ethics and accountability expected from him or her as a member of the Seattle Film Institute community.

Introduction

This *Code of Ethical Conduct* is a statement of the ethical principles, values and behaviors expected of the board of directors, administration, staff, faculty, and students at the Seattle Film Institute. The Institute fosters the values of openness, honesty, tolerance, fairness and responsibility in social and moral, as well as academic matters. We are individually responsible to each other for exhibiting in our own actions the highest ethical standards and for avoiding any impropriety or appearance of improper behavior that might reflect negatively upon our community. We value highly the mutual support that assists us in behaving in ways that are ethically exemplary. In complex situations, ethical principles may be in conflict with each other—both may be legal and moral—and the chosen course of action may be difficult to determine. Thus, we at Seattle Film Institute openly discuss ethical matters, make ethical choices without prejudice, and show appreciation for ethical behavior. We seek to promote adherence to

the codes of conduct included in Institute policies so that the Institute will be better able to achieve its educational mission.

Core Values and Principles

The identity of Seattle Film Institute as an institution is rooted in a set of core values from which flow broad principles that provide general guidelines for acting ethically in the often ambiguous realities of daily life. The standards of conduct articulated in Institute policies reflect the application of these core values and principles.

Equity and Justice

People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In a just community all members can access opportunities that allow for their full participation locally within the Institute community, in the neighborhoods that surround us, and globally, for the just treatment of others and the natural world.

Respect for People

People should be treated as individuals with rights to be honored and defended. Respect empowers others to claim their rights and to achieve their potential. Respect for the rights of other people is the basis on which individuals become members of a community and accept their social responsibilities to behave with integrity. Membership of a community means that individuals not only have rights but also duties and responsibilities to others to act openly and honestly. Demonstrating respect for persons requires, for example, dealing with disagreements by reasoned argument rather than by using language (words, style and tone) that have the effect of inappropriately attacking or demeaning the listener.

Personal Integrity and Professional Responsibility

The principle of taking personal and professional responsibility requires that all members of the Institute community act honestly and responsibly, holding ourselves accountable to others for our actions. And, not only that people avoid doing harm to others but that they exhibit courteous behavior upholding the standards expected of all members of the Institute community as part of achieving a common good. In so doing they are expected to protect the rights of others and respect the diversity of cultures and peoples. Those well-positioned to assert their rights have a reciprocal duty to exercise care towards those who depend on them for their well-being. This principle involves stewardship of assets, resources and the environment.

Academic Freedom

The members of the SFI community strive to advance intellectual and creative inquiry and use the work of others responsibly in this endeavor. Seattle Film Institute is committed to the maintenance and protection of academic freedom and freedom of speech which are essential to the pursuit of knowledge.

Academic Honesty, Cheating, and Plagiarism

The highest standards of academic honesty characterize the learning, research, scholarly and creative activities in which members of the Seattle Film Institute community are engaged. Dishonest activities include presenting the work of others as one's own, fabricating data, cheating on examinations and sabotaging the work of others:

Cheating – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor; using or borrowing information from another person, or submitting someone else's work as one's own work; using work previously submitted for another purpose, without the instructor's permission, is prohibited; and duplicated use of copyrighted material in violation of U.S. federal copyright laws will not be tolerated.

Plagiarism – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source

of the work. Plagiarism also includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else's beyond what would be considered a tolerable coincidence; ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning.

It is the policy of Seattle Film Institute to impose sanctions on students who cheat or plagiarize. Students are expected to be honest in meeting the requirements of courses in which they are enrolled. Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

Research, Scholarship and Creative Activity

Seattle Film Institute safeguards the rights and welfare of those who participate in research, including studies using surveys or interviews and any research involving children or others who are vulnerable.

Hiring and Admissions Practices

The Institute takes affirmative steps and makes good faith efforts toward achieving non-discrimination and equality of opportunity in employment and in academic and non-academic programs. These practices include, for example, student admissions and employee recruitment, compensation and benefits. The employment of relatives within the Institute is monitored in order to minimize potential conflicts of interest.

Relationships

The members of the Seattle Film Institute community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment of any sort is not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflect bias. In relationships where there is unequal power, such as those between faculty and their students, the person in the position of authority is obligated to avoid potential conflicts of interest, abuse of power, sexual or romantic relationships, or exploitation of any type of those they supervise, teach, coach or advise.

Confidentiality

The work of many at Seattle Film Institute requires knowledge of sensitive, privileged information involving students' academic, psychological or disciplinary records, salaries of employees and records regarding the Institute's finances or business planning. Confidentiality by those with such knowledge is essential and contributes to the mutual trust and respect that characterize Seattle Film Institute.

Conflicts of Interest and Commitment

Situations may arise that make it difficult for us to act in the best interests of the Institute. All of us are obligated to avoid placing ourselves in any positions or situations in which there may be a conflict, or the appearance thereof, between personal interests and our duty to Seattle Film Institute. Areas of potential conflict include the use of confidential information, institutional purchases not subject to competitive bids, the acceptance of gifts and, under certain conditions, outside employment.

Admissions and Recruitment

All those engaged in admissions or recruitment activities are obligated to communicate current and accurate information and every employee shall be transparent in the communication of that information. All statements made to students or prospective students, either in person or through marketing, promotional material, or other communications must be accurate and designed to not leave any false or

misleading impressions with respect to the institution, its program offerings, services provided, personnel or the career opportunities for graduates.

Financial Transactions

All financial matters, including cash receipts, contracts, purchase orders and reimbursements for travel and entertainment expenses are transacted according to policies that have been established so that the Institute upholds the laws and the principles underlying them.

Use of Institute Resources

Institute services, staff time, supplies, equipment and travel budgets are used solely for Institute-related business and not for the personal advantage of an individual.

Impact on the Environment

Seattle Film Institute seeks to protect the natural environment by appropriately using and recycling resources and by avoiding conditions that may result in creating environmental hazards.

Electronic Communication

Information systems are used in accordance with all laws and are not used for commercial purposes or non-Institute, personal or solicitous activities. Computer programs, electronic mail, voice mail and electronic files are presumed to be private and confidential unless misuse is suspected. Loopholes in security systems should not be used to damage information systems, obtain extra resources or gain access to systems without authorization.

Implementation Seeking Clarification

Members of the Seattle Film Institute community value their reputation for behaving ethically and therefore reflect before acting, especially in complex situations. Simple questions such as the following offer guidance in deciding if an act is consistent with the Institute's core values:

- How would my action appear to others at Seattle Film Institute?
- Could it harm Seattle Film Institute's reputation?
- Is it ethical and legal?
- What does my conscience tell me?
- Should I check before acting?

In instances where policies appear ambiguous or questions arise about personal responsibility in adhering to this *Code of Ethical Conduct*, clarification can be sought from staff and administration, supervisors, directors, or the office responsible for the policy in question.

Reporting an Alleged Violation

All members of the board of directors, faculty, administrators, staff and students have an obligation to bring suspected violations to the attention of appropriate supervisory personnel in a responsible manner. Generally the first person to be informed should be either one's immediate supervisor in the case of employees, or the director of the Institute office concerned. In those instances in which the immediate supervisor is involved in the alleged violation, the report should be made to the person at the next highest supervisory level. When a conflict arises between a staff member's or student's self-interest and duty to the Institute, the issue should be disclosed to an appropriate official of the Institute. Wherever feasible the staff member or student should not play a role in decision-making that might be associated with that issue.

The process for reporting suspected violations of specific policies, such as sexual harassment, is usually explained as part of the policy itself. The Business Office should be contacted in instances of financial irregularity. Complaints about financial matters, such as accounting, internal accounting controls and

audits, and about other matters relating to the conduct of business, such as relationships with vendors and government officials, may be submitted confidentially and/or anonymously.

The Seattle Film Institute community expects that those who report violations in good faith and in an appropriate manner, whether or not further investigation substantiates the claim, will be free from retaliation in any form. The identity of complainants will be protected, within legal limits, and those who retaliate against them will be disciplined.

Enforcing Ethical Standards

All reported violations will be investigated promptly in accordance with procedures detailed in the relevant policy. Those accused are not assumed to be responsible for the reported behavior until the appropriate process has reached a conclusion. Fundamental fairness is accorded to all individuals.

Refraining from Abuse of This Code

No one will falsely report misconduct of any sort by another individual for the purpose of discrediting or otherwise harming the reputation of that individual. Any complainant guilty of such abuse will be subject to disciplinary action.

Responsibilities

All members of the Seattle Film Institute community are responsible for conducting Institute-related activities ethically and for making the Seattle Film Institute a place known by the excellent character of all associated with it. Those in supervisory positions have the dual responsibilities of encouraging ethical behavior as well as dealing appropriately with suspected violations reported to them. The board of directors, faculty, administrators and staff are influential models for Seattle Film Institute students.

Policy Statement

The foundations of ethical behavior at Seattle Film Institute are a commitment to respecting the rights and dignity of all persons and a commitment to discharging our obligations to others in a fair and honest manner. Each person in the Seattle Film Institute community plays an important role in keeping these commitments by demonstrating integrity and respect in his or her daily activities and in the performance of their responsibilities. This *Code of Ethical Conduct* establishes a statement of principles to guide the activities of the entire community including the board of directors, administration, faculty, staff, and students. The policies in the *Code of Ethical Conduct* do not and cannot cover every possible situation but are meant to illustrate the broad spectrum of activities, many of which are complex, in which ethical concerns may arise at the Seattle Film Institute.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice to Students of Privacy Rights Release of Information Form:

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records. Seattle Film Institute (SFI) accords all the rights under this law to students who are declared independent. No one outside of the institution shall be permitted access to—nor will the institution disclose any information from—a student’s educational records without his or her written consent.

FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- Officials of other institutions to which students are applying to enroll
Persons or organizations providing financial aid
- Individuals and organizations charged with oversight of the Institute, or of federal or state programs in which the university participates, accrediting agencies

- Parents of any student under the age of 21, regardless of the student's dependency status in cases where the student has violated laws or institution rules governing alcohol or controlled substances
- Persons as directed by a judicial order or lawfully issued subpoena, provided the Institute makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- Persons in an emergency to protect the health or safety of students or other persons
- The Immigration and Naturalization Service under the terms and provisions of immigration law

With the exception of alcohol and drug violations, SFI does not release information from student education records to parents without the written consent of students. FERPA permits the institution to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of an alleged violent crime or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a violent crime or a non-forcible sex offense and the institution concludes with respect to that allegation that the student has violated university rules, the institution may release to the public the name of the student, the offense committed, and the sanction the institution imposes against the student.

FERPA further allows student education records to be released to individuals or organizations performing research on behalf of, or in cooperation with, the institute. When education records are released for research purposes, FERPA requires the institute and its research partners to implement procedures to safeguard their confidentiality. In addition, records released for research must be returned or destroyed when the research is completed, and research findings may not be presented in a manner that makes it possible to identify confidential data from an individual's education record. SFI releases information from student education records to outside researchers only under the conditions specified by FERPA and only to those that agree in writing to safeguard the confidential information contained therein.

Within the SFI community, only those members (individually or collectively) acting in the student's educational interest(s) are allowed access to student educational records. These members include personnel in offices defined by the institution, e.g., offices of Admissions, Career Services, Financial Aid and Registrar Services, along with specific academic personnel within their need-to-know limitations.

At its discretion, the institution may provide directory information in accordance with the FERPA provisions including: student name, current and permanent home address and telephone number, e-mail address, a photograph, date of birth, dates of attendance, class, major fields of study, previous institutions attended, awards and honors, and degrees conferred (including dates. Students may stipulate the withholding of their directory information by notifying the registrar in writing.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the content and accuracy of those records, to have a hearing if the outcome of the challenge is unsatisfactory and, if they believe the decisions of the hearing panel are unacceptable, to submit explanatory statements for inclusion in their files. The Institute's Registrar has been designated by the institution to coordinate inspection and review procedures for student educational records, which include admission, personal, academic and placement records. Students wishing to review their educational records must make written requests to the registrar listing the item or items of interest. Only records covered by FERPA will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial hold exists or a transcript of an original or source document which exists elsewhere).

Educational records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; employment records that relate exclusively to individuals in their capacities as employees; and alumni or other post-attendance records. FERPA regulations apply only to records held for institutional use concerning students who enroll at the institute; they do not govern records of applicants who are denied admission or who choose not to attend the institute. Nor do they govern records kept by an institute official that are the sole possession of the maker and are not normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

Students may not inspect or review the following as outlined by FERPA: financial information submitted by their parents, confidential letters and recommendations associated with admission, employment or job placement, honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student.

Students who believe that their education records contain information that is inaccurate or misleading, or are otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and they will then be informed by the Registrar. Student requests for a formal hearing must be made in writing to the Registrar, which, within a reasonable period of time after receiving such requests, will inform the student of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The Director will appoint the panel, which will adjudicate such challenges.

The decision of the hearing panel will be final. It will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and state the reasons for the decision, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place within his or her educational records comments on the information in the records, or statements setting forth any reasons for disagreement with the decision(s) of the hearing panel. The statement will be placed in the educational records and maintained as part of the student's records. It will be released whenever the records in questions are disclosed.

A student who believes the adjudication of his or her challenge was unfair, or not in keeping with FERPA provisions, may request in writing assistance from the Institute's director (or designee). Students who believe their FERPA rights have been violated may also file complaints with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605 www.ed.gov/offices/OM/fpc.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION & NONDISCRIMINATION POLICY

Affirmative Action & Nondiscrimination Policy

The Seattle Film Institute as an educational institution values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, SFI prohibits and will not engage in discrimination or harassment on the basis of race, creed, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, or any other factor prohibited by law. Further, SFI will continue to take affirmative steps to support and advance these values consistent with SFI's mission. This policy applies to admissions,

employment, and access to and treatment in SFI programs and activities. This is a commitment made by SFI and is in accordance with federal, state, and/or local laws and regulations.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

It is SFI's policy not to discriminate against qualified students with a documented disability in the educational programs, activities, or services. If you have a disability-related need for reasonable accommodations in this class, contact the Academic Affairs Officer.

UNLAWFUL HARASSMENT POLICY

The Seattle Film Institute is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Harassment can take many forms, and can include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks and/or other verbal or physical conduct which create an intimidating, hostile or offensive environment.

In the educational setting within SFI, there exists latitude for a faculty member's professional judgment in determining the appropriate content and presentation of academic material. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute sexual harassment or other unlawful discrimination. Those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and academic freedoms with a consideration of the reasonable sensitivities of other participants. Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of SFI's professional educators.

SEXUAL MISCONDUCT POLICY

Seattle Film Institute is committed to maintaining an environment free of sexual harassment, sexual assault, and other forms of sexual misconduct. This Sexual Misconduct Policy is intended to educate students and provide an equitable means of recourse for those who believe they have been a victim of sexual misconduct. Sexual misconduct is a violation of SFI policy and may also be illegal. SFI will promptly investigate and pursue the resolution of any complaint of sexual misconduct. Seattle Film Institute reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of its students, faculty, staff, and visitors.

For purposes of this Sexual Misconduct Policy, the term "sexual misconduct" means any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct includes, but is not limited to, sexual harassment, gender-based harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. Sexual misconduct can occur among persons of the same or different genders. Complaints of sex-based discrimination that do not involve sexual misconduct as defined above will be handled pursuant to the Nondiscrimination Policy.

Any sexual encounter requires affirmative consent. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Nor will the person(s) accused of a sexual offense be excused on the grounds of recklessness, being under the

influence of alcohol or drugs, or that the accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented. Furthermore, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances: (A) The complainant was asleep or unconscious. (B) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity. (C) The complainant was unable to communicate due to a mental or physical condition. The sexual assault policy applies to SFI faculty, staff, and students involved in any employment or academic relationship (or both) at SFI. This policy is enforced by internal disciplinary procedures with sanctions up to and including termination for employees or expulsion for students.

What to Do if You Are a Victim of Sexual Misconduct

If you are a victim of sexual misconduct, then depending on the severity of the misconduct you should take some or all of the following actions:

- **Do not assume it is your fault:** No one deserves to be mistreated. It is not your fault if someone else has abused or assaulted you. You have choices, and you can get help.
- **Seek safety:** If you may still be in danger, get to a safe place as soon as you can.
- **Obtain medical treatment:** Get medical attention as soon as possible to treat any injuries, and document relevant evidence. You can receive a sexual assault exam at the Harborview Center for Sexual Assault & Traumatic Stress: 206-744-1600. The Washington State Crime Victims Compensation Program (CVCP) will pay for the initial sexual assault exam by a Sexual Assault Nurse Examiner (SANE).
- **Preserve evidence:** Try to preserve all physical evidence. It is important to preserve evidence to prove a criminal offense, press civil charges, or obtain a protective order.
- **Report the incident to Seattle Film Institute:** Any student, employee, or visitor who believes he or she has been the victim of sexual misconduct, or has concerns about the appropriateness of the behavior of a student or employee, should report the behavior as soon as possible after the offense occurs. During regular business hours (M–F, 9 a.m.–5 p.m.), students should report sex offenses to any of the following sexual misconduct report receivers: David Trees, the Academic Affairs Officer, or to Steve Bradford, the facilities manager, or to Lara Phillips in the main administrative office. The phone number for the Seattle Film Institute is 206-568-4387. During evenings, nights, or weekends, sexual offenses should be reported to any SFI personnel that are on campus and you have the option to notify law enforcement. The phone number for the Seattle Police Department (SPD) is 911.

Victims are encouraged to notify local law enforcement authorities. At the victim's request, Seattle Film Institute officials will assist the victim with the report to local law enforcement authorities. It is important to understand that reporting the incident does not obligate the victim to press charges. Victims are encouraged to not dispose of evidence that may be necessary to prove criminal sexual assault.

On-Campus Resources:

Seattle Film Institute—206-568-4387. David Trees, the Academic Affairs Officer, or to Steve Bradford, Safety Officer and Facilities Manager, or to Lara Phillips in the main administrative office can supply on-campus guidance and referrals.

Off-campus resources:

- King County Sexual Assault 24-Hour Resource Center: 888-998-6423, <http://ksarc.orgwww.ksarc.org>.
- Rape Abuse and Incest National Network (RAINN): 800-656-HOPE, rainn.org.

- Harborview Center for Sexual Assault & Traumatic Stress: 206-744-1600, depts.washington.edu/hcsats.

Under the Violence Against Women Act (VAWA), schools are required to report incidents of domestic violence, dating violence, and stalking, according to the following definitions:

1. “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Informal Complaint Procedure

- a. The complainant has up to 180 days after the alleged incident(s) to make a complaint.
- b. The complainant may meet informally with any of the sexual misconduct report receivers listed above, or,
- c. The complainant may choose to discuss the complaint with the person accused, with the option of having the Academic Affairs Officer or the Facilities Manager present, or,
- d. At the request of the complainant, any of the sexual misconduct report receivers listed above may choose to discuss the complaint with the accused, or,
- e. The complainant may file a formal complaint.

Formal Complaint Procedure

- a. A complainant’s formal complaint of unlawful sexual harassment/assault must be submitted in writing to the Academic Affairs Officer or any of the sexual misconduct report receivers listed above within 190 days of the alleged incident(s). A notice that a complaint has been received will be given to the appropriate program director. A copy of the complaint will be given to the accused. Personal information about the victim and alleged perpetrator will remain confidential, insofar as it does not interfere with Seattle Film Institute’s right to investigate allegations of misconduct and take corrective action where necessary.
- b. Following the filing of the formal complaint, the Academic Affairs Officer will conduct a formal investigation. The Academic Affairs Officer shall disclose any real or apparent conflict of interest or biases related to the parties to the Executive Director. If the Academic Affairs Officer is unable to fulfill the duties of investigator, the director will appoint a new investigator.
- c. To the extent possible, the proceedings will be conducted in such a way as to protect the confidentiality of all parties while affording the accused a full opportunity to respond to the allegations.
- d. Within 60 working days of the filing of a formal complaint, the investigator will issue findings and a recommendation to the appropriate program director. The recommendation may include disciplinary or dismissal action.
- e. The appropriate program director will inform the parties promptly
- f. In the event that the investigation’s findings do not support the complainant’s accusations and no
- g. sanctions are recommended, the investigator will retain files but they will not enter any student or personnel records—nor will any reference to the investigation appear in any other permanent record.
- h. Should violation of Seattle Film Institute’s sexual assault policy be found and sanctions imposed, a record of such sanctions or disciplinary action taken as a result of such findings shall be made part of the accused’s permanent files.

- i. If the decision is unacceptable to the accused or the complainant, each may appeal. An appeal to the decisions resulting from a formal complaint of sexual harassment or assault shall be conducted in accordance with the “Student Conduct Policy” that are hereby incorporated as part of the Sexual Assault Policy by reference. Both the complainant and the accused shall be notified of the outcome of any campus disciplinary proceedings pursuant to an alleged incidence of sexual assault. Just as the rights of those who experience sexual harassment or assault must be protected, Seattle Film Institute protects the rights of those accused of sexual harassment or assault, and all parties to the investigation will be treated with discretion and respect, in accordance with Seattle Film Institute’s policy on privacy and confidentiality. An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution’s student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Students who are victims of sexual assault are strongly encouraged to seek counseling from a mental health professional suggested by SFI or other community resources as listed above. Seattle Film Institute shall endeavor to make alternate academic arrangements for victims of sexual offenses if the need for alternate academic arrangements is precipitated by the sexual offense. Such requests should be directed to the Academic Affairs Officer, who takes them to the program director in order to determine whether the alternate academic arrangements are reasonably available.

SEATTLE FILM INSTITUTE DRUG AND ALCOHOL POLICY

I. Statement of Policy: The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Seattle Film Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity.

II. Applicable Legal Sanctions: Illicit drug purchase, possession and use are crimes under state (RCW 69.50) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone under 21 years of age (RCW 66.44). Violations of law are punishable by fines, imprisonment, or both.

III. Health Risks: Numerous health risks are associated with the use of illicit drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of illicit drugs and abuse of alcohol cause a substantial number of health problems and can be fatal.

IV. Available Services: Students or employees may be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Students and employees seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol or drug-related problems should contact the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240 or the Registrar.

V. Sanctions: Disciplinary sanctions will be imposed on students and employees for violations of SFI’s policy governing illicit drugs and alcohol. Sanctions may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution.

VI. Further Information:

Legal and Health Risks of Substance Abuse

A. Summary of Applicable Laws

Following is a summary of certain Washington State laws relating to the unlawful use of alcohol and drugs [RCW 66.44, 69.50].

1. Persons under age 21 may not acquire, possess, or consume alcohol. Nor may other persons furnish alcohol to anyone under 21 or permit under-aged consumption on premises within their control. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
(2) Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for SFI purposes. Penalty: Same as (1) above.
2. Persons under 21 may not purchase or attempt to purchase alcohol. Penalty: maximum \$1,000 fine, 90 days imprisonment or both.
3. Alcohol may not be opened or consumed in a public place. Penalty: Maximum \$100 fine.
4. It is unlawful to manufacture, deliver, or possess an illicit drug. Penalty: Maximum \$10,000 fine, 5 years imprisonment, or both. It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug. Penalty: Minimum \$250 fine and not less than 24 hours in jail.

This summary is intended to apprise students, faculty, and staff of the conduct generally prohibited by state law. The unlawful possession, use, or distribution of illicit drugs may subject the offender to federal as well as state penalties, including imprisonment, fines, or both. Members of the SFI community are expected to observe all applicable federal and state laws while on Institute premises or in connection with any SFI activity.

B. Substance Abuse Health Risks

Medical research has demonstrated the following health risks associated with the abuse of alcohol or drugs: (1) liver disease, including hepatitis and cirrhosis of the liver, (2) digestion and nutrition problems, including pancreatitis, peptic ulcer, and vitamin deficiencies, (3) memory lapses, blackouts, loss of problem-solving abilities, and other serious neurological disorders, (4) congestive heart failure, hypertension, and stroke, (5) numerous forms of cancer, and (6) birth defects. Additional information about the health risks of alcohol and drug abuse may be obtained from the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240.

SAFETY AND SECURITY

The safety of students, faculty, staff, and visitors of Seattle Film Institute is a high priority. All members of the SFI community and guests are encouraged to report emergencies and suspected criminal activity to Steve Bradford, Facilities and Operations, immediately at 206-568-4387 or in-person. If you are a victim, a witness to a crime, or wish to report an emergency, you are encouraged to call the Seattle Police Department at 9-1-1. The Seattle Fire Department responds to all medical emergencies, fires, fire alarms, and hazardous materials incidents reported to 9-1-1.

When reporting a crime or emergency:

1. **Remain calm.**
2. **Give the location of the incident.**
3. **Identify yourself** and give a **callback telephone number**. Your identity will remain confidential if you wish; however, it is important we be able to contact you if we need additional information.
4. **State the incident you are reporting** i.e. theft, medical emergency, fire.

5. **Describe the scene** - who and how many people are there, if medical treatment is being given, description of subjects, and other information.
6. **State the subject's direction of flight**, if applicable.
7. **Stay on the phone** until the dispatcher has recorded all of the information.



Undergraduate Programs

UNDERGRADUATE PROGRAMS

Seattle Film Institute policies, regulations, and information that apply to admissions, tuition and fees, refunds, and financial aid are found elsewhere in this catalog.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for financial aid at the Seattle Film Institute, Certificate in Film and BA in Film program students must maintain Satisfactory Academic Progress (SAP), based on federal, state, and institutional requirements. All students will be monitored for financial aid SAP, whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. Students who do not meet SAP requirements may not be able to receive federal and/or private aid funds until their progress is satisfactory. In order to maintain SAP for financial aid eligibility, students must meet four standards that are both qualitative and quantitative:

- A minimum cumulative grade point average (CGPA) as established by Seattle Film Institute
- Rate of Progress (ROP) for completion of the program
- Annual Credit Requirements
- Maximum time frame for completion of the program

A student who is not maintaining Satisfactory Academic Progress will be placed on warning status and/or academic probation. To re-establish SAP, a student must meet the SAP requirements below or meet the requirements of the academic plan developed for the student.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS (QUALITATIVE)

Students must achieve the following CGPA in order to be considered making Satisfactory Academic Progress. The CGPA will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance.

- Up to 25% of program completion, achieve an CGPA of 1.0
- Between 25 and 50% of program completion, achieve a CGPA of 1.5
- Between 50 and 75% of program completion, achieve a CGPA of 1.75
- Between 75 and 100% of program completion, achieve a CGPA of 2.0.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS (QUANTATATIVE)

Students must maintain the minimum rate of progress (ROP) in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. For example, 67 earned/120 attempted=55.8%. Credits attempted are defined as those credits required in the student's program of study including credits that were transferred from other approved institutions and proficiency credits earned. Students must complete at least 50% of credits attempted each quarter to achieve the minimum quarterly credit completion percentage and must also achieve the following ROP:

- Up to 25% of program completion, achieve an ROP of 50%
- Between 25 and 50% of program completion, achieve an ROP of 55%
- Between 50 and 75% of program completion, achieve an ROP of 60%
- Between 75 and 100% of program completion, achieve an ROP of 66.67%

As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily. Students who receive Washington state financial aid who complete at least 50% but less than 100% of the credits upon which the award was based will be placed on Warning Status and all students who do not meet the benchmarks listed above will be placed on academic warning and/or probation.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study to remain eligible for federal financial aid and 1.25 times or 125% of the number of credits in his/her program of study to remain eligible for Washington state financial aid. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

ANNUAL CREDIT REQUIREMENT

To remain eligible for financial aid, undergraduate students must complete at least 36 credits for full-time aid received during the academic year of three quarters (12 credits per term); 27 credits for three-quarter students (9 credits per term) and 18 credits for half-time students (6 credits per term).

ACADEMIC PROBATION AND SAP WARNING STATUS

A student will be placed on academic probation whenever their quarterly CGPA or ROP is less than the benchmarks listed above. A student placed on academic probation will be required to initiate an academic improvement plan. Students will not be allowed to take classes and are subject to immediate termination once it becomes mathematically impossible to achieve the CGPA and/or ROP benchmarks. The Registrar provides written notification to the students on probation or termination. A student may be assigned to SAP warning status without an appeal or other action by the student. A student who receives federal or state financial aid may continue to receive assistance for one payment period despite a determination that the student is not making Satisfactory Academic Progress. However, students must complete 100% of the credits upon which the state financial aid award was based during the warning/probationary quarter in order to return to good standing in the following quarter for state financial aid eligibility purposes.

GRADE APPEAL PROCEDURE

Students who have concerns with their final course grade and feel they have been improperly graded should try to resolve the grading issue with the instructor. If discussions with the instructor fail to resolve the issue, students should follow the policies in the Academic Appeals Procedure.

STUDENT COMPLAINT AND ACADEMIC APPEALS PROCEDURE

Student complaints can be addressed to The Academic Affairs Officer of the Seattle Film Institute, 3210 16th Ave. W. Seattle WA 98119, phone 206-568-4387. A student has the right to appeal any change in status determined by grades, attendance, or conduct to the Appeals Panel of the Seattle Film Institute. This includes appeals of suspension and termination. The Institute's Academic Appeals Panel consists of the Academic Affairs Officer of the Institute and one faculty member. Other Institute officials may be included on the appeals panel for specific students as deemed appropriate by the Academic Officer of the Institute. It is at the discretion of the Seattle Film Institute whether the decision being appealed shall be enforced pending the outcome of the appeal. The student must request the appeal in writing (3210 16th Ave. W. Seattle WA 98119) to the Academic Affairs Officer of the Institute within three business days of being informed of the action to be taken. The student must provide a complete explanation of the basis for the appeal and must attach appropriate documentation which provides evidence, justification, or reason for the student's situation. This includes documentation to support medical and/or family emergencies. The panel will convene within two weeks to hear and consider the appeal. The panel or the student may request the appearance of the student to clarify any materials or statements presented by the student. The panel is responsible for reviewing all materials presented by the student and available from the Institute and renders a final decision regarding the student's enrollment/academic status. The student will be notified of the determination of the appeal within one week of the convening of the appeal panel. In cases where the appeals panel elects to reinstate the student in classes, the panel and/or

the Academic Affairs Officer reserves the right to establish any conditions that apply to the student's continued enrollment at the Institute.

APPLICATION AND APPEAL OF STANDARDS

These satisfactory progress standards apply to all students whether part-time or full-time. Students who do not meet the requirements of the Satisfactory Academic Progress (SAP) policy may appeal their status according to the procedures in the Academic Appeals Process. If the student's appeal for mitigating circumstances is granted, the student will be placed on probation for a specified period of time and considered to be making regular satisfactory progress. While a student is on probation, the student may be required to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. If a student is not making SAP, the institution may place the student in an extended enrollment status. However, all credits attempted count toward the 150% of the normal program length for federal financial aid and 125% of the normal program length for Washington state financial aid even if the student is on extended enrollment. Grades may be replaced in accordance with the institution's Course Substitution Policy.

A student with an approved appeal who exceeds the applicable time frame as defined in the Satisfactory Academic Progress Policy, either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided that there are no additional financial obligations from the student. A student on probation may receive federal or Washington state financial aid funds for one payment period. At the end of one payment period on probation, the student must meet the satisfactory academic progress standards or meet the requirements of the academic plan developed for the student to qualify for further federal or state financial aid funds. A student placed in an extended enrollment status is not eligible for financial aid.

CLASS ATTENDANCE

Attendance Policies and Procedures:

A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. It is recognized that a student may be absent from a class due to illness or a family emergency with the understanding that the following policy accounts for those events. The Academic Affairs Officer has the discretionary authority to address each student's attendance situation in a manner deemed to be in the best interests of the student and the Institute.

The attendance recording, monitoring and follow-up procedures are as follows:

- A full day of absence is defined as being absent for the number of hours a class is scheduled each day.
- Absences are recorded from the first day of the quarter irrespective of the reason for absence.
- A student will be considered withdrawn from the program if they are absent for 30 calendar days without notifying the Registrar.

Regular classroom attendance is a crucial building block for academic achievement. All programs at Seattle Film Institute view class attendance as an essential part of the educational experience. In addition to the specific requirements of each class, the following attendance policy applies to all classes: Once absences equal 20 percent of the total number of class meetings, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the 20 percent has been reached. No grade will be reduced below D based on the attendance policy. A pattern of tardiness will also reflect as an absence. The student who arrives late for class or leaves class early is charged with one-half hour of absenteeism for each one-half hour increment of absenteeism or part thereof. Absences are for each individual class and apply only to the quarter in which they occur.

LEAVE OF ABSENCE

A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.

TRANSFER OF CREDIT

Courses taken prior to formal admission to a Seattle Film Institute's degree program may be considered for transfer to a SFI degree program provided that the following criteria are met:

Undergraduate students who previously attended a nationally or regionally accredited college or university may be granted transfer credit if the courses taken are applicable to their program of study at Seattle Film Institute. All students must complete the 90 credits required to fulfill the concentration requirements at Seattle Film Institute. Under specific circumstances, a waiver to this requirement can be requested from the Academic Affairs Officer. No more than 135 credits may be accepted for transfer. In determining Satisfactory Academic Progress, transfer credits affect Rate of Progress and Maximum Time in which to Complete but do not affect GPA or CGPA (the Satisfactory Academic Progress appears elsewhere in this catalog).

- Only grades of D (1.0) or above will be considered for transfer.
- Students seeking transfer credit from institutions who do not assign grades will have courses evaluated on a case-by-case basis.
- Students seeking to transfer credit to Seattle Film Institute are responsible for having official transcripts forwarded for review. All official transcripts sent to Seattle Film Institute become the property of Seattle Film Institute.
- Transfer credit is evaluated 30 days prior to the start of the term. Course descriptions should be forwarded with the official transcripts, and Seattle Film Institute reserves the right to ask to review syllabi, textbooks, student work or tests to document level of coursework taken.
- When a student elects to change a program or enroll at a higher credential at Seattle Film Institute, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe.
- Seattle Film Institute reserves the right to determine if a course is appropriate and meets the goals and objectives of the Seattle Film Institute curriculum.

Transfer of Credits from Seattle Film Institute to other institutions:

The transferability of credits earned at Seattle Film Institute is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Seattle Film Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Seattle Film Institute to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Seattle Film Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

GRADUATION REQUIREMENTS

In order to graduate, an undergraduate student must successfully complete 100% of the total required credits and shall obtain a minimum overall CGPA of 2.0. The course graduation requirements are set forth in connection with each program offered by Seattle Film Institute and are listed elsewhere in the catalog. Students must also satisfy all financial obligations to the Seattle Film Institute.

CERTIFICATE IN FILM PROGRAM OF STUDY

PROGRAM MISSION AND DESCRIPTION

The Certificate in Film Program offers a comprehensive and well-rounded education as it prepares students for fields and careers connected with film, digital arts, and emerging media focusing on the world of visual storytelling. The core curriculum and a field-specific concentration establish the foundation for implementing technical and conceptual skills in a collaborative environment. The development of professional and best practices, the understanding of the business of film and its related fields, and the completion of a capstone project provide preparation for a professional career or further academic studies.

Upon completion of the program students are awarded a Certificate in Film.

COURSE REQUIREMENTS

Required Courses: 90 credits. The Certificate in Film Program offers the choice of one of the following areas of concentration:

- *Acting for Film*
- *Filmmaking*
- *Digital Arts, Animation & Game Design*
- *Audio Production & Sound Design*
- *Interdisciplinary Arts*

Acting for Film Concentration: 90 Credits total in Concentration

AART-120	The Art of Seeing (5 credits)
ACTF-321	Basic Acting 1 (5 credits)
ACTF-322	Acting for Camera 1 (5 credits)
ACTF-331	Voice and Speech 1 (2.5 credits)
ACTF-332	Voice and Speech 2 (2.5 credits)
ACTF-341	Movement 1 (2.5 credits)
ACTF-342	Movement 2 (2.5 credits)
ACTF-351	Improvisation 1 (5 credits)
ACTF-355	Improvisation 2 (2.5 credits)
ACTF-357	Voiceover 1 (5 credits)
ACTF-358	Voiceover 2 (5 credits)
ACTF-361	Text Analysis for Film and TV (5 credits)
ACTF-371	Introduction to Auditioning Technique (2.5 credits)
ACTF-400	Acting for Film: Performance Workshop (2.5 credits)
ACTF-423	Acting for Camera 2 (5 credits)
ACTF-424	Acting for Camera 3 (5 credits)
ACTF-433	Voice and Speech 3 (2.5 credits)
ACTF-443	Movement 3 (2.5 credits)
ACTF-472	Advanced Auditioning Technique (2.5 credits)
ACTF-463	Acting for Film Capstone (5 credits)
CSFA-301	Language of Film (5 credits)
CSFA-415	History of Cinema (5 credits)
PROD-489	Professional Practices (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Filmmaking Concentration: 90 Credits total in Concentration

CSFA-301	Language of Film (5 credits)
CSFA-415	History of Cinema (5 credits)
PROD-311	Art of Directing (5 credits)
PROD-321	Production 1 (5 credits)
PROD-322	Production 2 (5 credits)
PROD-341	Post-Production 1 (5 credits)
PROD-342	Post-Production 2 (5 credits)
PROD-423	Production 3 (5 credits)
PROD-424	Production 4 (5 credits)
PROD-443	Post-Production 3 (5 credits)
PROD-444	Post-Production 4 (5 credits)
PROD-451	Non-Fiction Filmmaking (5 credits)
SCWR-321	Screenwriting 1 (5 credits)
SCWR-322	Screenwriting 2 (5 credits)
SCWR-423	Screenwriting 3 (5 credits)
PROD-463	Capstone Project (5 credits)
PROD-489	Professional Practices (5 credits)
PROD-499	Special Topics (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Digital Arts, Animation & Game Design Concentration: 90 Credits total in Concentration

AART-120	The Art of Seeing (5 credits)
ANIM-351	3D Animation 1 (5 credits)
ANIM-452	3D Animation 2 (5 credits)
ANIM-453	3D Animation 3 (5 credits)
CSFA-301	Language of Film (5 credits)
DART-301	Fundamentals of Digital Imaging (5 credits)
DART-305	Introduction to 3D Visual Effects (5 credits)
DART-310	Motion Graphics 1 (5 credits)
DART-315	Advanced Topics in 3D Visual Effects (5 credits)
DART-410	Motion Graphics 2 (5 credits)
DART-420	Visualization and Storyboarding (5 credits)
DART-461	Digital Arts, Animation & Game Design Advanced Workshop (5 credits)
DART-463	Capstone for Digital Arts, Animation & Game Design (5 credits)
GAME-400	Introduction to Game Engines (5 credits)
GAME-460	Advanced Game Design (5 credits)
PROD-321	Production 1 (5 credits)
PROD-341	Post-Production 1 (5 credits)
PROD-489	Professional Practices (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Audio Production & Sound Design Concentration: 90 Credits total in Concentration

CSFA-301	Language of Film (5 credits)
PROD-321	Production 1 (5 credits)
PROD-341	Post-Production 1 (5 credits)
PROD-463	Capstone Project (5 credits)
PROD-489	Professional Practices (5 credits)
PROD-499	Special Topics (5 credits)
SDRA-311	Sound & Recording 1 (5 credits)
SDRA-312	Sound & Recording 2 (5 credits)
SDRA-321	Field Recording (2.5 credits)
SDRA-324	Audio Post (5 credits)
SDRA-331	Sound Design 1 (2.5 credits)
SDRA-332	Audio Production Practice & Application (5 credits)
SDRA-371	Sound Design 2 (5 credits)
SDRA-341	Digital Theory & Application (5 credits)
SDRA-342	Mixing & Editing (5 credits)
SDRA-443	Sound Art (5 credits)
SDRA-351	Music Theory (5 credits)
SDRA-352	Advanced MIDI Technology (5 credits)
SDRA-361	Game Audio (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Interdisciplinary Arts Concentration: Core Credits as above; 60 Credits in Concentration (Total: 90 Credits):

The Interdisciplinary Arts Concentration allows students to formulate a program of study to meet individual personal and career goals, bringing together each student's vital interests from more than one discipline into a cohesive whole. Students work with faculty to create a plan of study which includes the core curriculum with coursework from a combination of the four concentrations offered in the BA in Film Program. Participation in the Interdisciplinary Concentration requires approval of the program director.

BACHELOR OF ARTS (BA) IN FILM PROGRAM OF STUDY

PROGRAM MISSION AND DESCRIPTION

The Bachelor of Arts (BA) in Film Program offers a comprehensive and well-rounded education as it prepares students for fields and careers connected with film, digital arts, and emerging media focusing on the world of visual storytelling. The GEAA curriculum and a field-specific concentration establish the foundation for implementing technical and conceptual skills in a collaborative environment. The development of professional and best practices, the understanding of the business of film and its related fields, and the completion of a capstone project provide preparation for a professional career or further academic studies.

Upon completion of the program students are awarded a Bachelor of Arts in Film.

COURSE REQUIREMENTS

Required Courses: 180 credits:

The 180 credits required for the Seattle Film Institute Bachelor of Arts (BA) in Film Program include a minimum of 45 credits in General Education and Applied Arts (GEAA); a minimum of 90 field-related and concentration courses. Any additional courses required to achieve 180 credits may be fulfilled from GEAA or field-related coursework. The 180 credits for the BA in Film Program are distributed as follows:

GEAA:

Communications Skills (writing courses):	10 Credits
Humanities, Quantitative Symbolic Reasoning, Social Science, and Natural Science:	35 Credits

Additional General Education and Applied Arts or Field Related Courses:	45 Credits
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Field-Related and Concentration Courses:	90 Credits
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- *Acting for Film*
- *Audio Production & Sound Design*
- *Filmmaking*
- *Digital Arts, Animation, & Game Design*
- *Interdisciplinary Arts*

TRANSFER REQUIREMENTS

Seattle Film Institute's BA program requires 180-quarter credits. All transfer coursework must be approved by the Seattle Film Institute Academic Affairs Officer and/or Registrar.

Students may transfer up to 90 quarter-credits from an accredited institution to fulfill the following requirements:

- Communications Skills (writing courses): 10 Credits
- Humanities, Quantitative Symbolic Reasoning, Social Science, and Natural Science: 35 Credits
- Any additional courses required to achieve 90 credits may be fulfilled from the categories above and/or from coursework that meets the curriculum needs of the Baccalaureate program.

The completion of an Associate of Arts or Associate of Science Direct Transfer Degree from a Washington state institution with a minimum grade point average of 2.0 (or its equivalent from an accredited institution) automatically fulfills the course requirements for the 90 General Education and Applied Arts credits listed elsewhere in this catalog. All students must complete the 90 credits required to fulfill the concentration requirements at Seattle Film Institute. Under specific circumstances, a waiver to this requirement can be requested from the Academic Affairs Officer.

For all Bachelor of Arts Concentrations, 90 credits of General Education & Applied Arts is required

Acting for Film Concentration: 90 Credits total in Concentration

AART-120	The Art of Seeing (5 credits)
ACTF-321	Basic Acting 1 (5 credits)
ACTF-322	Acting for Camera 1 (5 credits)
ACTF-331	Voice and Speech 1 (2.5 credits)
ACTF-332	Voice and Speech 2 (2.5 credits)
ACTF-341	Movement 1 (2.5 credits)
ACTF-342	Movement 2 (2.5 credits)
ACTF-351	Improvisation 1 (5 credits)
ACTF-355	Improvisation 2 (2.5 credits)
ACTF-357	Voiceover 1 (5 credits)
ACTF-358	Voiceover 2 (5 credits)
ACTF-361	Text Analysis for Film and TV (5 credits)
ACTF-371	Introduction to Auditioning Technique (2.5 credits)
ACTF-400	Acting for Film: Performance Workshop (2.5 credits)
ACTF-423	Acting for Camera 2 (5 credits)
ACTF-424	Acting for Camera 3 (5 credits)
ACTF-433	Voice and Speech 3 (2.5 credits)
ACTF-443	Movement 3 (2.5 credits)
ACTF-472	Advanced Auditioning Technique (2.5 credits)
ACTF-463	Acting for Film Capstone (5 credits)
CSFA-301	Language of Film (5 credits)
CSFA-415	History of Cinema (5 credits)
PROD-489	Professional Practices (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Filmmaking Concentration: 90 Credits total in Concentration

CSFA-301	Language of Film (5 credits)
CSFA-415	History of Cinema (5 credits)
PROD-311	Art of Directing (5 credits)
PROD-321	Production 1 (5 credits)
PROD-322	Production 2 (5 credits)
PROD-341	Post-Production 1 (5 credits)
PROD-342	Post-Production 2 (5 credits)
PROD-423	Production 3 (5 credits)
PROD-424	Production 4 (5 credits)
PROD-443	Post-Production 3 (5 credits)
PROD-444	Post-Production 4 (5 credits)
PROD-451	Non-Fiction Filmmaking (5 credits)
SCWR-321	Screenwriting 1 (5 credits)
SCWR-322	Screenwriting 2 (5 credits)
SCWR-423	Screenwriting 3 (5 credits)
PROD-463	Capstone Project (5 credits)
PROD-489	Professional Practices (5 credits)
PROD-499	Special Topics (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Digital Arts, Animation & Game Design Concentration: 90 Credits total in Concentration

AART-120	The Art of Seeing (5 credits)
ANIM-351	3D Animation 1 (5 credits)
ANIM-452	3D Animation 2 (5 credits)
ANIM-453	3D Animation 3 (5 credits)
CSFA-301	Language of Film (5 credits)
DART-301	Fundamentals of Digital Imaging (5 credits)
DART-305	Introduction to 3D Visual Effects (5 credits)
DART-310	Motion Graphics 1 (5 credits)
DART-315	Advanced Topics in 3D Visual Effects (5 credits)
DART-410	Motion Graphics 2 (5 credits)
DART-420	Visualization and Storyboarding (5 credits)
DART-461	Digital Arts, Animation & Game Design Advanced Workshop (5 credits)
DART-463	Capstone for Digital Arts, Animation & Game Design (5 credits)
GAME-400	Introduction to Game Engines (5 credits)
GAME-460	Advanced Game Design (5 credits)
PROD-321	Production 1 (5 credits)
PROD-341	Post-Production 1 (5 credits)
PROD-489	Professional Practices (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Audio Production & Sound Design Concentration: 90 Credits total in Concentration

CSFA-301	Language of Film (5 credits)
PROD-321	Production 1 (5 credits)
PROD-341	Post-Production 1 (5 credits)
PROD-463	Capstone Project (5 credits)
PROD-489	Professional Practices (5 credits)
PROD-499	Special Topics (5 credits)
SDRA-311	Sound & Recording 1 (5 credits)
SDRA-312	Sound & Recording 2 (5 credits)
SDRA-321	Field Recording (2.5 credits)
SDRA-324	Audio Post (5 credits)
SDRA-331	Sound Design 1 (2.5 credits)
SDRA-332	Audio Production Practice & Application (5 credits)
SDRA-371	Sound Design 2 (5 credits)
SDRA-341	Digital Theory & Application (5 credits)
SDRA-342	Mixing & Editing (5 credits)
SDRA-443	Sound Art (5 credits)
SDRA-351	Music Theory (5 credits)
SDRA-352	Advanced MIDI Technology (5 credits)
SDRA-361	Game Audio (5 credits)

Concentration Elective:

PROD-481	Professional Internship Program (1-6 credits)
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Interdisciplinary Arts Concentration: 90 Credits total in Concentration:

The Interdisciplinary Arts Concentration allows students to formulate a program of study to meet individual personal and career goals, bringing together each student's vital interests from more than one discipline into a cohesive whole. Students work with faculty to create a plan of study which includes the core curriculum with coursework from a combination of the four concentrations offered in the BA in Film Program. Participation in the Interdisciplinary Concentration requires approval of the program director.

COURSE DESCRIPTIONS FOR CERTIFICATE AND BA IN FILM PROGRAMS

ACTING FOR FILM

ACTF-321: Basic Acting 1 (5)

Basic Acting 1 provides an introduction to the theory and practice of acting craft, development of the actor's tools, basic acting techniques, including pantomime, vocal conditioning, improvisation, and scene study.

ACTF-322: Acting for Camera 1 (5)

Acting for Camera 1 provides an introduction to the study and technique of acting for the camera. Through the use of film, TV, and commercial scripts, students are introduced to basic camera technique and terminology.

ACTF-331: Voice and Speech 1 (2.5)

Voice and Speech 1 provides an introductory study of speech and voice regarding text, context, environment, dynamics, range, and accent.

ACTF-332: Voice and Speech 2 (2.5)

Voice and Speech 2 focuses on building on basic skills in the study of speech and voice regarding text, context, environment, dynamics, range, and accent.

ACTF-341: Movement 1 (2.5)

Movement 1 introduces the practice of various movement disciplines such as Laban, Suzuki, Feldenkrais, Chekhov, Lessac, and Alexander, to enhance flexibility and expressiveness of the actor's body in a variety of performance applications.

ACTF-342: Movement 2 (2.5)

Movement 2 develops and builds on the practice of various movement disciplines, such as Laban, Suzuki, Feldenkrais, Chekhov, Lessac, and Alexander, to enhance flexibility and expressiveness of the actor's body in a variety of performance applications.

ACTF-351: Improvisation 1 (5)

Improvisation 1 introduces the student to improvisational techniques with a particular emphasis on the use of the games as a stimulus for spontaneity, strong playing relationships and trouble-shooting within the rehearsal process.

ACTF-355: Improvisation 2 (2.5)

Improvisation 2 pays particular attention to the nuances of scenic improvisation. Students learn to look for connections and patterns that give the scenes depth. Topics covered include: emotional and status initiations; finding the internal and external game of a scene; and narrative pacing and resolution.

ACTF-357: Voiceover 1 (5)

Voiceover 1 provides an introduction to basic voiceover skills and techniques with particular attention to animation and narrative work.

ACTF-358: Voiceover 2 (5)

Voiceover 2 builds on the foundation of Voiceover 1. Students create demo reels for video games, animation and narrative work.

ACTF-361: Text Analysis for Film and TV (5)

Text Analysis for Film and TV develops the skills necessary for the analysis and interpretation of scripts from a variety of perspectives as the basis for performance from the viewpoints of both viewers and practitioners.

ACTF-371: Introduction to Auditioning Technique (2.5)

Introduction to Auditioning Technique focuses on the exploration and practice of techniques for professional camera auditions with an emphasis on preparing for cold readings.

ACTF-400: Acting for Camera: Performance Workshop (.5-6)

Acting for Camera Lab is a variable credit class for pass/fail. This class is offered in tandem with Acting for Camera 1-3. The Lab is designed for rehearsal and blocking for filmed and live performances.

ACTF-423: Acting for Camera 2 (5)

Acting for Camera 2 focuses on scene-work for the camera with specific attention to camera awareness and blocking in relationship to hitting marks and framing.

ACTF-424: Acting for Camera 3 (5)

Acting for Camera 3 continues the learning in the production of multi-camera for television. This course will focus on the production phase of sketch and sitcom work from a performance perspective. Using post-production practices, actors will build their personal reels.

ACTF-433: Voice and Speech 3 (2.5)

Voice and Speech 3 focuses on advanced skills in the study of speech and voice regarding text, context, environment, dynamics, range, and accent.

ACTF-443: Movement 3 (2.5)

Movement 3 provides advanced study in movement disciplines such as Alexander, Feldenkrais, Suzuki, and Rasaboxes.

ACTF-463: Acting for Film Capstone (5)

Acting for Film Capstone is a project-based class where students realize the culmination of their coursework in a real-world performance for film and television and/or live performance.

ACTF-472: Advanced Auditioning Technique (2.5)

Advanced Auditioning Technique provides preparation for entry into the professional community as students work to advance their audition skills by in-class work and out-of-class activity.

ACTF-499: Special Topics in Acting for Film (5)

Special Topics in Acting for Film focuses on new and emerging training techniques, opportunities for acting in new media, and non-traditional applications of acting skills such as sales, public speaking, and teaching.

CINEMA STUDIES AND FILM ANALYSIS

CSFA-301: Language of Film (5)

Language of Film provides an overview of film analysis through a study of basic elements of film structure including cinematography, editing, composition, set design, color, and sound and the ways in which each contributes to a film's meaning.

CSFA-415: History of Cinema (5)

History of Cinema provides a survey of the history of cinema with specific attention to the development of the medium from its beginnings and the Hollywood studio system to international cinema.

DIGITAL ARTS, ANIMATION & GAME DESIGN

ANIM-351: 3D Animation 1 (5)

3D Animation 1 introduces the essential concepts of 3D digital modeling and animation. In the class, students develop a basic understanding of the user interface and navigational tools of 3D programs. Students will learn basic techniques in modeling, animation and rendering, 3D lighting, and camera movement.

ANIM-452: 3D Animation 2 (5)

3D Animation 2 provides an environment for students to learn to use animation in game engine. The course instructs students in the creation of 3D assets and effects for film, media and game projects. Students create characters and environments in 2D and 3D worlds.

ANIM-453: 3D Animation 3 (5)

3D Animation 3 focuses on a variety of techniques to set-up, rig and animate 3D objects. The class will discuss advanced uses of 3D effects in film and motion graphics pertaining to title sequences and music videos. Students will also be introduced to the use of deformers and blend shapes as animation tools.

DART-301: Fundamentals of Digital Imaging (5)

Fundamentals of Digital Imaging provides an introduction to the basics of creating and manipulating bitmap and vector images. Students will become familiar with the user interfaces and basic tool sets of Photoshop and Illustrator, including masking, selections, and color correction. Students learn to apply these skills to the development of on-screen projects.

DART-305: Introduction to 3D Visual Effects (5)

Introduction to 3D Visual Effects introduced to visual effects techniques in the 3D environment. Students work with fluids, particles and dynamics.

DART-310: Motion Graphics 1 (5)

Motion Graphics 1 provides an overview of After Effects, beginning with an introduction to the user interface and the basic tool set. The class covers the fundamentals of animating within the software, such as adding effects to graphic elements and video to create titles and sophisticated motion. In addition students learn about advanced techniques like rotoscoping, keying, and motion.

DART-315: Advanced Topics in 3D Visual Effects (5)

Advanced Topics in 3D Visual Effects builds on skills learned in *Introduction to 3D Visual Effects* and students use compositing and rotoscoping in live action media.

DART-410: Motion Graphics 2 (5)

Motion Graphics 2 addresses the history and theory of typography as applied to motion design. Typographic expression, legibility, and hierarchy are examined. The clarification of message and interpretation of content, through visual language is explored. The class also includes the study of letterforms, composition, proportion and grids.

DART-420: Visualization and Storyboarding

Visualization and Storyboarding provides an introduction into concept development and the visual expression of those ideas through storyboarding. Following industry standards, students are taught to produce motion graphic storyboards using the tools and techniques of digital software, including animatics.

DART-461: Digital Arts, Animation & Game Design Advanced Workshop (5)

The Digital Arts, Animation & Game Design Advanced Workshop uses imagination, exploration, discovery, and reflection, applied to original work in a collaborative environment. Students uncover new knowledge through innovation and communicate new ways of understanding through digital design. The class embraces an expansive range of arts practice, theory, and research across multiple disciplines and apply that learning in SFI labs, studios, and classrooms.

DART-463: Capstone for Digital Arts, Animation & Game Design (5)

In the Capstone of Digital Arts, Animation & Game Design students prepare and create an individual portfolio level project that utilizes multiple digital creative and delivery platforms to realize an original creative work.

DART-499: Special Topics in Digital Arts (5)

In Special Topics in Digital Arts study topic specifics to the field of creative digital art. Topics range and change to cover an expansive array of digital arts practice, theory, and research across the disciplines of science, engineering, technology and mathematics that converge in the world of art and art theory.

GAME 400: Introduction to Game Engines (5)

Introduction to Game Engines used to design and build 2D and 3D games. Students will study current and past games and apply integrated development environments (IDE) utilizing code editor, compiler, debugger and graphical user interface (GUI) builder.

GAME-460: Advanced Game Design (5)

Advanced Game Design builds on concepts learned in Introduction to Game Design including blueprinting and basic coding. Students create a game from start to finish.

FILMMAKING**AART 120: The Art of Seeing (5)**

The Art of Seeing provides an introduction to the creative practice of visualization through the art of storytelling. Students participate in techniques and exercises that harness their creative talents and skills. Correlation and emphasis are used to discover story.

PROD-311: Art of Directing (5)

Art of Directing concentrates on two crucial areas of the directing process—working with actors and the technical aspects of directing. First, students concentrate on the professional and emotional relationship

between the actor and director. Next, students focus on set issues including lighting, set design, lens selection, and blocking.

PROD-321: Production 1 (5)

Production 1 provides an introduction to the basic elements of camera operation and lighting with specific attention to the fundamentals of exposure and control of the image and provides an overview of the entire production process. Students film and edit individual projects in Super 8 film and digital video.

PROD-322: Production 2 (5)

Production 2 builds on the principles taught in *Production 1* and provides an introduction to collaborative production and the crew experience and introduces skills in the areas of pre-production, blocking, directing, and production planning. Students are introduced to lighting and camera operation at the intermediate level with film and HD cameras. Students assume a specific crew position and complete an MOS group project that melds the creative use of sound and image. Prerequisite: PROD-321 or satisfactory completion of PROD-321 proficiency exam.

PROD-423: Production 3 (5)

Production 3 builds on the principles taught in *Production 2* in the areas of pre-production, directing and production management. The class provides continued instruction in lighting technique and camera operation as well as an introduction to location audio recording. Students complete a collaborative crew project in HD that highlights the creative and effective use of dialog and visual storytelling. Students assume a specific assigned crew position that is different than the crew position held in *Production 1*. Prerequisite: PROD-322 or satisfactory completion of PROD-322 proficiency exam.

PROD-424: Production 4 (5)

Production 4 builds on the principles taught in *Production 3* and provides advanced instruction in audio, lighting, cinematography, and camera operation. Students complete a capstone collaborative project in Super 16mm or HD crewing in their area of specialization. Field trips and guest lectures highlight the role of the entire structure of film/video production ranging from production houses and soundstages to digital and audio post-production and the film lab. Prerequisite: PROD-423 or satisfactory completion of PROD-423 proficiency exam.

PROD-341: Post-Production 1 (5)

Post-Production 1 provides an introduction to the art, theory, and craft of editing with detailed attention to the entire conceptual process from storyboarding to the final version. Students also gain practical experience and hands-on instruction in editing programs and edit projects produced in *Production 1*.

PROD-342: Post-Production 2 (5)

Post-Production 2 builds on the principles taught in *Post-Production 1* with specific attention to the relation between visual imagery and sound design and provides the foundation to the techniques and aesthetic principles for editing dialog, music, and sound effects. Students sharpen analytical skills with critiques of all projects completed in *Production 2*. Prerequisite: PROD-341 or satisfactory completion of PROD-341 proficiency exam.

PROD-443: Post-Production 3 (5)

Post-Production 3 builds on the principles taught in *Post-Production 2* with advanced instruction in the theory and practice of editing dialog in narrative work and offers both a theoretical and structural overview of the editorial process of both narrative and non-fiction work as material progresses through each successive editorial version. Students edit and critique all material produced in *Production 3*. Prerequisite: PROD-342 or satisfactory completion of PROD-342 proficiency exam.

PROD-444: Post-Production 4 (5)

Post-Production 4 builds on the principles taught in *Post-Production 3*. The class provides advanced instruction in editing workflow, the relation between film, video, and digital formats and conversion issues, technical and creative aspects of electronic imaging, and offers specific attention to advanced editing problems, visual effects, audio, and color correction. Students complete a promotional project, experimental project, or project of their choice, and edit and critique all material produced in *Production 4*. Prerequisite: PROD-443 or satisfactory completion of PROD-443 proficiency exam.

PROD-451: Non-Fiction Filmmaking (5)

Non-Fiction Filmmaking provides an introduction to the theory and practice of documentary and non-fiction filmmaking as students engage in a collaborative documentary project including research, writing, directing, shooting, and editing.

PROD-463: Capstone Project (5)

Capstone Project provides the context for students to engage in a capstone project. Students develop either individual or collaborative work that demonstrates their cumulative skill-set and interests.

PROD-481: Professional Internship Program (1-6)

The *Professional Internship Program* (1-6) is open, as an elective, to all students who have completed at least 80 upper division credits for the BA or Certificate in Film. Students are encouraged to use the program as a way of focusing and developing their career in the areas of filmmaking that they are specifically interested in pursuing. The *Professional Internship Program* is managed through Career Services at Seattle Film Institute. Students, with program permission, may register for PROD-481.

PROD-482 Independent Study in Production (5)

In the *Independent Study in Production* students in their junior-year or senior-year of coursework participate in focused studies in the areas of digital arts, filmmaking, game design and animation. Students create their own course on a topic choice, working in concert with a faculty advisor. Projects may be school focused, client-based or part of a partnership creative program that aligns with Seattle Film Institute mission.

PROD-489: Professional Practices (5)

Professional Practices bridges the gap between the film student and the working professional. Emphasis is on standard business practices as well as consolidating a body of work in a manner that best expresses the student's abilities. Special attention is given to client interaction, appropriate portfolio preparation, and the development of contacts within the industry. Freelance guidelines, professional business practices, contract negotiation, and budgeting are also covered.

PROD-499: Special Topics (5)

Special Topics focuses on detailed investigations of new or emerging aspects of new media, film/digital production, television, and/or distribution and exhibition with active participation of visiting faculty and specialists.

SCREENWRITING

AART-120: The Art of Seeing (4)

The Art of Seeing provides an introduction to the creative practice of visualization through the art of storytelling. Students participate in techniques and exercises that harness their creative talents and skills. Correlation and emphasis are used to discover story.

SCWR-321: Screenwriting 1 (5)

In *Screenwriting 1* students learn story concept development and how to create realistic and empathetic characters, screenplay conventions and format, and characteristics of established genres. The course emphasizes telling a story cinematically in terms of action and character portrayal. Students will write scenes and short film scripts.

SCWR-322: Screenwriting 2 (5)

In *Screenwriting 2*, students develop the basic storyline for a screenplay. The class focuses on the specific elements of the screenwriting craft including creating story, structuring the plot and subplots, plot points, ingredients to construct effective opening pages, the structure of dramatic scenes, and creating effective dialogue. Students will write scenes, Act-1 of a feature screenplay and a short film script.

SCWR-423: Screenwriting 3 (5)

In *Screenwriting 3*, students continue their feature screenplays and have individual readings of their pages in class with discussion and analysis. This course deals with the overall structure of screenplays from the individual scene to the rhythms of the complete piece. In addition, the class focuses on creating effective metaphors, adding suspense to a story, and the basic techniques of comedy and humor. Students will also write scenes and a short film script.

AUDIO PRODUCTION & SOUND DESIGN**SDRA-311: Sound and Recording 1 (5)**

In *Sound and Recording 1* students are introduced to the physics and principles of sound and recording that are the foundation for all modern techniques and technology. Through discussion, experimentation, field recording and research students will gain fundamental understanding of sound and its behavior, signal flow, microphone technique, as well as the basics of studio design and sound reinforcement.

SDRA-312: Sound and Recording 2 (5)

Sound and Recording 2 covers advanced recording techniques and multi-channel recording in a studio environment. The class also serves as an introduction to basic music recording techniques, surround sound concepts, acoustics, signal routing and signal processing. Prerequisite: SDRA-311.

SDRA-321: Field Recording (2.5)

In *Field Recording* students learn basic recording set-ups with a portable recorder, field mixer, and several microphones. The course covers channel/track separation and grouping, setting levels, panning, labeling, recording format, and proper boom pole handling and operation exercises.

SDRA-324: Audio Post (5)

Audio Post is project based to give students a sense of the real work environment to produce sound design for various projects in collaboration with film students and composition students.

SDRA 331: Sound Design 1 (2.5)

Sound Design 1 is an introduction and overview of the many approaches and concepts in sound design, including sound design in film, TV, video games, theater, etc. Students learn the components of a soundtrack, creating basic effects and atmospheres / ambience / background tracks, using organic and non-organic sounds.

SDRA 332: Audio Production Practice and Application (5)

Audio Production Practice and Application is a project-driven class in which students begin to bring together techniques learned and apply them to live-action as well as animated projects. Audio post production techniques such as spotting sessions, ADR and Foley recording, as well as 'wild' sound effects gathering will be reviewed and applied to in-class projects. Additionally, advanced digital theory and recording techniques and signal processing will be discussed and demonstrated in class and studio. Prerequisite: SDRA—331

SDRA 371: Sound Design 2 (5)

Sound Design 2 focuses on workflow from production audio to post-production, editing and mixing, and media delivery for broadcast and multimedia. Live action and animated projects will be mixed in stereo and surround with an equal concentration on thoroughness of creative sound design and observance of technical operating specifications (TOS) typical to the industry.

SDRA 341: Digital Theory and Application (5)

Digital Theory and Application is an introduction to editing basics and concepts using Pro Tools. The class will cover timeline set-up, file / track import and export, first editing steps, organizing effects, editing effects and background / ambience. Students will learn basic mixing techniques, as well as effects such as reverb, compressors, and equalizers.

SDRA 342: Mixing and Editing (5)

Mixing and Editing covers advanced Pro Tools studies as well as introduction to other audio editing and mixing software. Students will learn syncing, editing and mixing ADR, as well as multi-channel mixing, combining location sound, ADR, Foley effects and sound design. Prerequisite: SDRA-341.

SDRA 351: Music Theory (5)

Music Theory is an introduction to basic music theory and notation, reading and writing music, the circle of fifths; and creating a track sheet. The class will cover advanced music theory, pertaining to the specific needs of an audio engineer or sound designer, as well as specific knowledge for setting up and handling a recording session from initial conception to full-on execution.

SDRA 352: Advanced MIDI Technology (5)

Advanced MIDI Technology continues building on the basics of music theory, notation, and instrumentation by introducing students to the world of advanced MIDI technology. The class will cover sampler technology and application, plug-in synthesizer technology, and plug-in effects technology.

SDRA 361: Game Audio (5)

Game Audio examines the history of sound for games, the workflow for game creation, and sound design requirements. Students will also explore sound effects, music and voice-over for games, middleware and implementation.

SDRA 443: Sound Art (5)

Sound Art focuses on "outside the box" thinking and creation of sound textures to support music, film and dance. In this class students will be shown various ways of acoustic manipulation of sound through analog processing, as well as manipulation with digital processing. The end goal will be an enhanced way of thinking about sound and how the subtleties of aural textures can influence a soundscape. Students will be pushed to eschew traditional methods and encouraged to be open to new thought processes where audio becomes art.

COURSE DESCRIPTIONS FOR GENERAL EDUCATION & APPLIED ARTS

HUMANITIES

AHST 120: The Story of Art (5)

The Story of Art examines the world of art from a thematic perspective which offers an approachable and understandable context to art rather than through a traditional chronological timeline. Here, correspondences are made between works from what might be very distant periods and cultures. These affinities cut across chronological boundaries as well as the conventional stylistic categories implemented in art history.

AHST 220: The History of Photography (5)

The History of Photography surveys the history of photography from its beginnings in the early nineteenth century to the present. The course focuses on the use of photography for aesthetic, documentary, and “scientific” purposes, stylistic shifts in photography related to aesthetic concerns, and varying interpretations of subject matter based on social and cultural concerns at specific moments in history as well as the relationship between photography and the visual arts in general.

AHST 299: Special Topics in Art History (5)

Special Topics in Art History focuses on specific issues and/or topics of interest in Art History.

COMM 299: Special Topics in Communications (5)

Special Topics in Communications focuses on specific issues and/or topics of interest in communication studies.

DRAM 120: History of World Theater (5)

History of World Theater surveys theater from its prehistoric beginnings to contemporary drama. The course focuses on the reflection of the culture in the drama of each historical period and follows the threads of subject matter, dramatic structure, playwrights, acting techniques and approaches, playing space, and visual elements.

DRAM 210: Creativity and Collaboration (5)

In *Creativity and Collaboration* students will develop creative abilities through experiences in performance-based arts and apply these in a collaborative project.

DRAM 220: Dramatic Storytelling: Plays and Screenplays (5)

Dramatic Storytelling, explores plays and screenplays with a focus on the history and traditions of both forms, along with an understanding of the issues involved with the process of adaptation between the two structures. The course focuses on both films adapted from plays as well as plays and musicals adapted from films or novels.

DRAM 299: Special Topics in the Dramatic Arts (5)

Special Topics in the Dramatic Arts focuses on specific issues and/or topics of interest in the Dramatic Arts.

ENGL 99: Introduction to Analytical Writing and Reading (5)

In *Introduction to Analytical Writing and Reading*, students develop analytical reading, writing, and thinking skills necessary for writing college-level essays.

ENGL 101: Analytical Writing (5)

In *Analytical Writing*, students write essays that display focus, organization, appropriate style, and technical control. They develop skills in critical thinking and close reading of texts and respond in writing and discussion to assigned topics. ENGL 101 is a writing intensive class.

ENGL 102: Research Writing (5)

In *Research Writing*, students write research essays on various topics. Using both traditional and new information technologies, they develop skills as researchers, critical thinkers and writers of documented analysis and argumentation. ENGL 102 is a writing intensive class.

ENGL 205: The Art of Storytelling (5)

The Art of Storytelling focuses on one of the oldest art forms with attention to story and character development, performance of a variety of stories, and evaluation of what makes a good story and its performance.

HUMS 200: The Power of Myth (5)

The Power of Myth focuses on the archetypal “hero’s journey,” also known as the “monomyth.” The course examines common patterns of human behavior across time and around the world that share the “hero’s journey” in both literature and in your own lives with particular attention devoted to literature, film, and poetry ranging from Greek myths to contemporary work.

HUMS 205: The History of Genre (5)

The History of Genre focuses on how genre is defined, why it’s important, and how genres evolve over time. “Genre” is used to group various types of art according to a predictable range of features and expectations and is found in all types of art. Musical genres include rap, rock, country, metal and jazz. Literary genres include suspense, mystery, epic, romance, non-fiction and poetry. Film genres include science fiction, film noir, westerns, romance, detective and mystery, and action films. The course provides a context for understanding and manipulating genre as a creative tool whether one is creating or responding to a work of art.

HUMS 299: Special Topics in Humanities (5)

Special Topics in Humanities focuses on specific issues and/or topics of interest in Humanities.

MATHEMATICS

MATH 101: Mathematical Thought and Practice (5)

Mathematical Thought and Practice deals with applications of mathematics in areas such as politics, code-breaking, art, music, finance, with an emphasis on business transactions, analysis and solution of business issues in accounting, profit and loss, taxes, and payroll.

MATH 299: Special Topics in Science, Technology, Engineering, Arts and Math (5)

Special Topics in Science, Technology, Engineering, Arts and Math focuses on specific issues and/or topics of interest in Science, Technology, Engineering, Arts and Math.

NATURAL SCIENCES

NSCI 120: The Science of Science Fiction (5)

The Science of Science Fiction explores the physical sciences through science fiction. The role of critical thinking and artistic sensibility will be emphasized in the analysis of such topics as space travel,

nanotechnology, time travel, pseudoscience, philosophy of science, science in film, black holes, quantum theory, relativity, and the craft of fiction writing.

NSCI 220: The Physics of Light and Sound (5)

The Physics of Light and Sound provides an introduction to the science and technology of light and sound with a focus on the origins of sound and light as wave phenomena, color, the optics of vision, the meaning of musical pitch and tone, and the physical basis of hearing and technological applications of light.

NSCI 299: Special Topics in Natural Sciences (5)

Special Topics in Natural Sciences focuses on specific issues and/or topics of interest in Natural Science.

SOCIAL SCIENCES

SOCI 120: Copyright, Commerce and Culture (5)

Copyright, Commerce and Culture examines the U.S. system of copyright and intellectual property to explore its impact on the creation, distribution, and consumption of media and related cultural products both domestically and abroad. Attention will be paid to questions of ownership and appropriation, including parody and remix and to the efforts of the contemporary culture industries to build and protect their intellectual property.

SOCI 220: Media and Politics (5)

Media and Politics provides an overview of the media's role in American political life with a focus on the relationship between the media and government; changes to the media environment in the last two decades (Twitter! Fake news!); the process of news-making and how it shapes the content of political news; and the effects of the media on public opinion and voting behavior.

SOCI 230: Social Disruption & Cultures (5)

Social Disruption & Cultures examines local responses to global change and social disruption through the examination of organic movements in indigenous societies with an in-depth analysis of cultures such as the Kuna Indians of San Blas, Panama; Maya-Zapatistas of Chiapas, Mexico; and Micronesians of the western Pacific.

SOCI 299: Special Topics in Social Sciences (5)

Special Topics in Social Sciences focuses on specific issues and/or topics of interest in the Social Sciences.

APPLIED ARTS AND TECHNOLOGY

AART 200: Environmental Media (5)

Environmental Media focuses on the various facets where “media” and the “environment” intersect and explores various theoretical frameworks including media ecology, new materialism, environmental communication, ecofeminism, and media studies.

AART 120: The Art of Seeing (5)

The Art of Seeing provides an introduction to the creative practice of visualization through the art of storytelling. Students participate in techniques and exercises that harness their creative talents and skills. Correlation and emphasis are used to discover story.

AART 250: Electronic Lab for the Very Small Screen (5)

Electronic Lab for the Very Small Screen focuses on application-based video technology used in mobile device storytelling. The course provides the framework for the fundamentals of visual storytelling, basic techniques of filmmaking and offers a survey of small-screen global cinema to provide a context for both collaborative and individual productions.

AART 299: Special Topics in Applied Arts and Technology (5)

Special Topics in Applied Arts and Technology focuses on specific issues and/or topics of interest in Applied Arts and Technology.

AART 400: Creative Leadership through the Arts (5)

Creative Leadership through the Arts examines Leadership as the ability to determine appropriate action, to influence a group of people towards a goal and to initiate action. In this course students will increase their own leadership capacities through feedback, reflection and practice. Students examine current and past leadership practices in the arts at the community, state, national and international level to understand the impact of art-focused leadership and its impact on global society.

AART 462: The Business of Project Management (5)

The Business of Project Management develops the competencies and skills for planning and controlling projects and understanding interpersonal issues that drive successful project outcomes. Focusing on the introduction of new ideas, concepts, and projects, the course examines the project management life cycle, defining project parameters, matrix management challenges, effective project management tools and techniques, and the role of a project manager.

Master Programs

MASTER PROGRAMS

Seattle Film Institute policies, regulations, and information that apply to admissions, tuition and fees, refunds, and financial aid are found elsewhere in this catalog.

SATISFACTORY ACADEMIC PROGRESS

To be eligible for financial aid at the Seattle Film Institute, graduate program students must maintain Satisfactory Academic Progress, based on federal, state, and institutional requirements. All students will be monitored for financial aid Satisfactory Academic Progress (SAP) whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. Students who do not meet the financial aid SAP requirements will not be eligible for financial aid. In order to maintain SAP for financial aid eligibility, students must meet four standards:

- A minimum cumulative grade point average (CGPA) as established by the institution.
- Rate of Progress (ROP) for completion of the program
- Maximum time frame which is 150% of the average credits to complete the program
- Annual Credit Requirements to meet or exceed 66.6% of credits attempted

A student who is not maintaining SAP will be placed on academic warning and/or probation. To re-establish SAP, a student must meet the Satisfactory Academic Progress requirements below, or meet the requirements of the academic plan developed for the student.

CGPA REQUIREMENTS

Graduate students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making Satisfactory Academic Progress. Graduate students must maintain a 3.0 cumulative GPA. Review of students who maintain a 3.0 grade point average (GPA) is at the discretion of the graduate program, but is expected to be undertaken at least annually. Students whose cumulative or quarterly GPA falls below a 3.0 must be reviewed quarterly and be provided with a written explanation of performance expectations and a timetable for correction of deficiencies.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

Student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the student's program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

Program	Program length in credits	Total credits that may be attempted
MA in Producing for Film	55 credits	82.5 credits
MM in Film Composition	56 credits	84 credits
MFA in Filmmaking	90 credits	135 credits
MFA in Filmmaking & Producing	110 credits	165 credits

ANNUAL CREDIT REQUIREMENT

To remain eligible for financial aid, graduate students must successfully complete 66.6% of the credits attempted in four quarters. To determine if you have met the annual requirement, total all of your attempted credits for the summer, fall, winter and spring quarters. Then add up your completed credits for the same time period, and divide by the attempted credits. Your percentage of completion needs to meet or exceed 66.6%. Here is an example: If you attempted 32 credits in fall through summer quarters and completed 24 credits, then you would meet the 66.6% required completion for four quarters.

ACADEMIC WARNING AND ACADEMIC PROBATION

Any graduate student whose cumulative grade point average falls below 3.0 at the end of any quarter will be placed on academic probation for the next academic quarter. Students will not be allowed to take classes and are subject to immediate termination once it becomes mathematically impossible to achieve an overall cumulative GPA of 3.0 as noted in the table above. Students may not receive a master's degree if their cumulative grade point average is below 3.0.

The student who wishes to appeal probation or termination status must comply with the appeal procedures. The Registrar provides written notification to the students on probation or termination. A student may be assigned to warning status without an appeal or other action by the student. A student who receives U.S. Department of Education Federal Financial Aid may continue to receive assistance under financial federal financial aid programs for one payment period despite a determination that the student is not making satisfactory academic progress.

APPLICATION AND APPEAL OF STANDARDS

These satisfactory progress standards apply to all students whether part-time or full-time. Students who do not meet the requirements of the Satisfactory Academic Progress (SAP) policy may appeal their status according to the procedures in the Academic Appeals Process. If the student's appeal for mitigating circumstances is granted, the student will be placed on probation for a specified period of time and considered to be making regular satisfactory progress. While a student is on probation, the student may be required to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. If a student is not making SAP, the institution may place the student in an extended enrollment status. However, all credits attempted count toward the 150% of the normal program length even if the student is on extended enrollment. Grades may be replaced in accordance with the institution's Course Substitution Policy.

A student with an approved appeal who exceeds one and one-half times the standard time frame as defined in the Satisfactory Academic Progress Policy, either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided that there are no additional financial obligations to the student. If a student is receiving U.S. Department of Education Federal Financial Aid, a student on probation will have their eligibility for financial aid reinstated. A student on probation may receive federal financial aid funds for one payment period. At the end of one payment period on probation, the student must meet the satisfactory academic progress standards or meet the requirements of the academic plan developed for the student for the student to qualify for further federal financial aid funds. A student placed in an extended enrollment status is not eligible for financial aid.

LEAVE OF ABSENCE

A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.

TRANSFER OF CREDIT

Graduate Transfer of Credit

Students who previously attended a nationally or regionally accredited college or university may be granted transfer credit if the courses taken are applicable to their program of study at Seattle Film Institute. Students may transfer no more than 15-quarter credits of their total graduate program credits at Seattle Film Institute. In determining Satisfactory Academic Progress, transfer credits affect Rate of Progress and Maximum Time in which to Complete but do not affect GPA or CGPA (the Satisfactory Academic Progress appears elsewhere in this catalog).

- Credits accepted in transfer are those that are part of an accredited institution's regular degree programs. For graduate students, in cases where courses sought for transfer generate both undergraduate and graduate credit, students receiving transfer credit are expected to have elected the course(s) at the graduate level and thus have completed more qualitatively and quantitatively than those who have taken the course(s) for undergraduate credit.
- Credit sought for transfer must be graded "B" or better and must have been completed no more than six years before the date of the student's master's degree program completion. All credits intended for transfer must be recommended for approval by the Program Director or Academic Affairs Officer as a part of the official course of study.
- Before credit can be considered part of a student's program, an official transcript from the registrar of the institution from which the credit is to be transferred must be received by SFI.
- When a student elects to change a program or enroll at a higher credential at Seattle Film Institute, the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe.
- Credits used to fulfill requirements for another degree will not be transferred.
- Seattle Film Institute reserves the right to determine the acceptability of transfer credit from any institution.

Transfer of Credits from Seattle Film Institute to other institutions:

The transferability of credits earned at Seattle Film Institute is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Seattle Film Institute will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Seattle Film Institute to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Seattle Film Institute will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

GRADUATION REQUIREMENTS

Graduate students may not receive a Master's degree from SFI if their cumulative grade point average is below 3.0. Grades for all courses included on the course of study must average at least 3.0 (B). Credit will not be accepted for courses on the course of study in which a grade lower than "C" is earned. Specific graduation program requirements are listed individually with each program.

MASTER OF ARTS (MA) IN PRODUCING FOR FILM PROGRAM OF STUDY

PROGRAM MISSION AND DESCRIPTION

In the Master of Arts (MA) in Producing for Film Program, students develop the expertise to pursue a career as a film producer. At the completion of the program, students have the tools and hands-on experience to both produce films and a skill-set that is directly applicable to other career paths, including new and emerging media, internet and digital media production and distribution, documentary production, video games, commercials, as well as business opportunities and start-up and entrepreneurial ventures in areas that may both include or even transcend the world of filmmaking.

The curriculum and mission of the Master of Arts (MA) in Producing for Film Program focuses on the four crucial areas of producing that are needed to produce feature films: Creative Producing; Business of Producing (business, financial and legal); Management (pre-production, production, and post-production); and Marketing and Distribution.

Upon completion of the program students are awarded a Master of Arts in Producing for Film.

PROGRAM REQUIREMENTS

Classes required for the Master of Arts (MA) in Producing for Film—55 quarter credits:

MAPF-501	Fundamentals of Filmmaking (3 credits)
MAPF-509	Language of Film (3 credits)
MAPF-531	Fundamentals of Producing (3 credits)
MAPF-541	Creative Producing 1 (3 credits)
MAPF-542	Creative Producing 2 (3 credits)
MAPF-543	Creative Producing 3 (3 credits)
MAPF-544	Creative Producing 4 (3 credits)
MAPF-551	Business of Producing 1 (3 credits)
MAPF-552	Business of Producing 2 (3 credits)
MAPF-553	Business of Producing 3 (3 credits)
MAPF-554	Business of Producing 4 (3 credits)
MAPF-561	Production Management 1 (pre-production) (2 credits)
MAPF-562	Production Management 2 (production) (2 credits)
MAPF-601	Integration of Producing Skills (3 credits)
MAPF-705	Master's Portfolio Seminar 1 (3 credits)
MAPF-706	Master's Portfolio Seminar 2 (3 credits)
MAPF-707	Master's Portfolio Seminar 3 (3 credits)
MAPF-708	Master's Portfolio Seminar 4 (3 credits)
MAPR-520	Art of Seeing (3 credits)

Elective:

MAPF-901	Professional Internship Program (1-6)
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COURSE DESCRIPTIONS

MAPF-501: Fundamentals of Filmmaking (3)

Fundamentals of Filmmaking provides a practical and comprehensive grounding in film production including lighting, camera, composition, and editing.

MAPF-505: Introduction to Screenwriting (3)

Introduction to Screenwriting lays the groundwork for screenplay writing by providing students with a total immersion in script structure and the craft of writing for the screen.

MAPF-509: Language of Film (3)

Language of Film provides an overview of film analysis through a study of basic elements of film structure including cinematography, editing, composition, set design, color, and sound, and the ways in which each contributes to a film's meaning.

MAPF-531: Fundamentals of Producing (3)

Fundamentals of Producing provides an overview of the entire producing process from development to distribution. This course focuses on the four core areas of the producing process: Creative Elements and the Creative Team; Business of Filmmaking; Management; and Marketing and Distribution.

MAPF-541: Creative Producing 1 (3)

Creative Producing 1 focuses on the formative stages of media project development where students discern how stories are crafted for multiple media markets including television, film festival, video games and internet. Students will learn how to maintain a creative vision, develop stories, screenplays, script analysis, script breakdowns and learn the creative aspects needed to build a successful project.

MAPF-542: Creative Producing 2 (3)

Creative Producing 2 continues the work of Creative Producing 1 with a focus on developing real-world projects with a team in various organizational structures. Students will work in teams where they learn team roles and responsibilities, organization management, organizational leadership and the skills needed to produce a project. Prerequisite: MAPF-541.

MAPF-543: Creative Producing 3 (3)

Creative Producing 3 builds on the skills learned in Creative Producing 1 & 2. Students study creative entrepreneurship ventures to find innovative business solutions. Students manage projects to achieve strategic and positive organizational results. Skills include conducting team meetings, leading project development, creative financing, personnel management and project framework. Prerequisite: MAPF-542.

MAPF-544: Creative Producing 4 (3)

Creative Producing 4 is a culminating class where students combine their skills to produce a professional film or media project proposal from start to finish. Students have a chance to explore and develop new entrepreneurial models for 21st creative businesses.

MAPF-551: Business of Producing 1 (3)

Business of Producing 1 introduces students to the key areas of the business of media production that are on the producer's radar from the very conception of a project: organization, strategy, the business plan, and budget.

MAPF-552: Business of Producing 2 (3)

Business of Producing 2 applies skills learned in Business of Producing 1 through team collaboration in the key areas of the business of media production that are on the producer's radar from the very conception of a project; organization, strategy, business plan, budget, legal and financing issues. Prerequisite: MAPF-551.

MAPF-553: Business of Producing 3 (3)

Business of Producing 3 provides in-depth analysis of the financial aspects of the film industry and methods of financing films. Topics include deal memos, contracts, union agreements, distribution agreements, music rights, literary rights, intellectual rights, and copyrights. Prerequisite: MAPF-552.

MAPF-554: Business of Producing 4 (3)

Business of Producing 4 synthesizes skills learned in Business of Producing 1-3. Students will create a final business proposal for media project that they will pitch to a diversity of media professionals for feedback.

MAPF-561: Production Management 1 (2)

Production Management 1 provides an introduction to management and managerial skills with a specific emphasis on the elements of pre-production including script breakdown, acquiring locations, hiring crew, negotiations, logistical planning, equipment, and scheduling.

MAPF-562: Production Management 2 (2)

Production Management 2 provides an in-depth introduction to the role of the line producer in the key areas of budgets and budget management; management of the day-to-day aspects of the production, set management and craft services, and crew management including conflict resolution and termination. Prerequisite: MAPF-561.

MAPF-601: Integration of Producing Skills (3)

Integration of Producing Skills, through an active involvement of industry participants, delineates the relationship of the skill-set of the film producer to other career paths including new and emerging media, internet and digital media production and distribution, documentary production, video games, commercials, as well as business opportunities and start-up and entrepreneurial ventures.

MAPF-705: Master's Portfolio Seminar 1 (3)

Master's Portfolio Seminar provides the foundation for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors to design their concept.

MAPF-706: Master's Portfolio Seminar 2 (3)

Master's Portfolio Seminar centers on project development for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors and experts to design and begin planning for their concept.

MAPF-707: Master's Portfolio Seminar 3 (3)

Master's Portfolio Seminar centers on project management and successful business planning for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors and experts to design and develop successful business plans.

MAPF-708: Master's Portfolio Seminar 4 (3)

Master's Portfolio Seminar is the culmination of the Master in Arts in Producing degree program and concludes in the presentation of the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students present final work to academic advisors and experts for review.

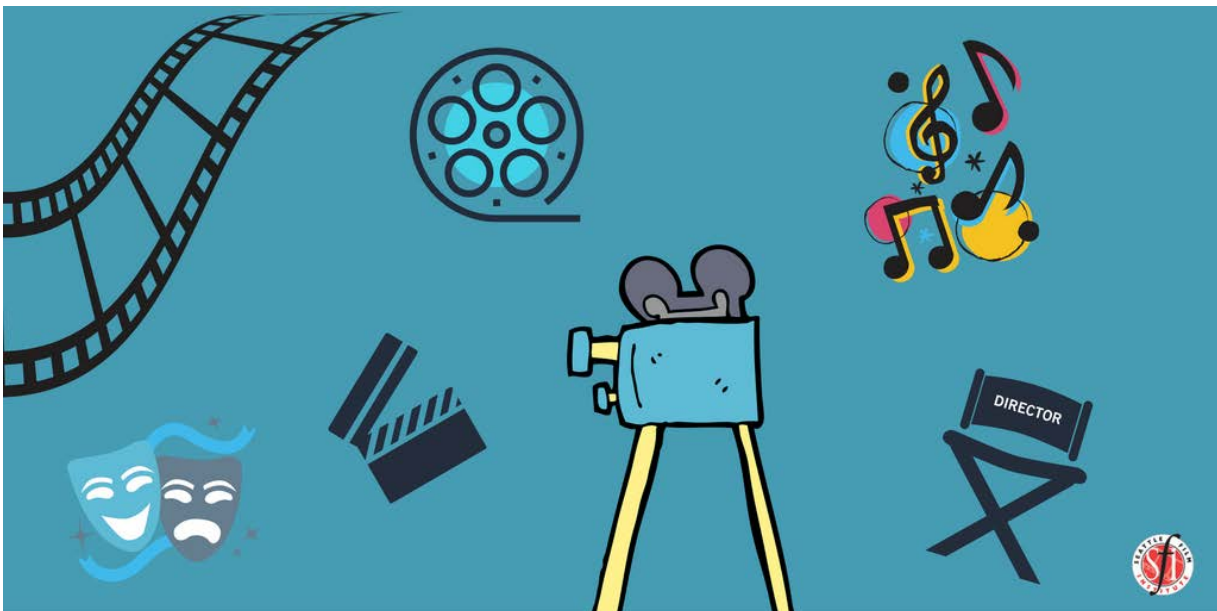
MAPR 520: The Art of Seeing (4)

The Art of Seeing provides an introduction to the creative practice of visualization through the art of storytelling. Students participate in techniques and exercises that harness their creative talents and skills. Correlation and emphasis are used to discover story.

The following internship program is an elective for the MA in Producing for Film:

MAPF-901 Professional Internship Program (1-6)

The *Professional Internship Program* is open to all students who complete the program requirements. Students are encouraged to use the program as a way of focusing and developing their career in the areas of producing that they are specifically interested in pursuing. The *Professional Internship Program* is managed through Career Services at Seattle Film Institute. Students with program permission may register for MAPF-901.



MASTER OF MUSIC (MM) IN FILM COMPOSITION PROGRAM OF STUDY

PROGRAM MISSION AND DESCRIPTION

The Master in Music (MM) in Film Composition program is a thorough immersion into writing music for film, TV, video games, and other media and prepares graduates to enter those fields with the skill set, experience, and professional portfolio necessary to launch a successful career. Throughout the program, students will be guided every step of the composing process as they learn the art and craft, business, techniques and technology of writing music for film and media. Upon completion of the program students are awarded a Master of Music in Film Composition.

PROGRAM REQUIREMENTS

Classes required for the Master of Music (MM) in Film Composition—56-quarter Credits.

FS-501	Foundations in Film Scoring (2 credits)
FS-502	Applied Music Composition 1 (3 credits)
FS-503	Applied Music Composition 2 (3 credits)
FS-504	Orchestration for the Studio Environment (4 credits)
FS-505	Film Composition Colloquium/Portfolio (2 credits)
FS-506	Directed Study in Film Composition (6 credits)
FS-511	MIDI Sequencing: Digital Performer (3 credits)
FS-512	MIDI Sequencing: Logic (3 credits)
FS-513	Synchronization: Auricle (1 credit)
FS-514	Advanced MIDI 1: Plug-ins and synthesis (2 credits)
FS-515	Advanced MIDI 2: Virtual-Instruments (2 credits)
FS-521	Notation: Finale (3 credits)
FS-522	Notation: Sibelius (3 credits)
FS-531	Audio Recording and Mixing: Protocols (3 credits)
FS-532	Studio Technology (2 credits)
FS-541	Conducting (2 credits)
FS-542	Music and Audio for Games (2 credits)
FS-543	Songwriting for Film (2 credits)
FS-544	Film Music History (2 credits)
FS-546	Ear Training (2 credits)
MACS-509	Language of Film (4 credits)

COURSE DESCRIPTIONS

FS501: Foundations in Film Scoring (2)

Foundations in Film Scoring is an introduction to the aesthetics and technical aspects of film music, including the roles and functions of the members of the "music team". The course focuses on understanding the process of composing music for film, the effect of music on images, and other aspects of the film music as an integral part of film production.

FS502: Applied Music Composition (3)

Applied Music Composition covers advanced composition techniques applicable to the creation of scores that support particular dramatic effects – sadness, triumph, suspense, comedy, etc. Students will learn how to handle the unique compositional challenges presented by film, such as scoring under dialog and manipulating their compositions to fit a film's nonmusical timing requirements while maintaining musical integrity.

FS503: Applied Music Composition 2 (3)

Applied Music Composition 2 introduces students to additional compositional techniques such as advanced harmonic systems including Modal Interchange, Chromatic Voice Leading progressions

(CVL) and constant structure composition. Also advanced melodic writing concepts including kernel composition and manipulation and out-of-scale chromatics principles. Prerequisite: FS502.

FS504: Orchestration for the Studio Environment (4)

Orchestration for the Studio Environment covers orchestration specifically focusing on works to be recorded in a professional studio environment. There are a variety of techniques that work only in the studio and not in a concert hall, and vice versa. It is crucial that film composers understand how to take advantage of these differences and avoid the potential pitfalls of applying live-performance orchestration techniques in a recording-session context.

FS505: Film Composition Colloquium/Portfolio (2)

Film Composition Colloquium/Portfolio covers the business, legal and financial aspects of the film music industry. Topics covered include: intellectual property – how this is applied to film scores and who owns what; composer contracts - the kinds of contracts that are used in industry and the elements of these contracts; performing rights organizations - how they work and the path that performance royalties take; budgeting – elements to consider in creating a budget for a project. Students will also learn to create appropriate promotional material necessary to procure scoring assignments including creating demo presentations of the works recorded in the program. There will also be discussions on communicating with directors with little or no musical background and how to get your concepts across without musical vocabulary.

FS506: Directed Study in Film Composition (6)

In *Directed Study in Film Composition*, primarily private-lesson based, students compose the scores to six film projects. This class is the practical application of everything studied in the program.

FS511: MIDI Sequencing: Digital Performer (3)

MIDI Sequencing: Digital Performer covers fundamentals of MIDI sequencing; thorough study of the software program Digital Performer's capabilities; extensive in-depth study and use of Digital Performer's film-scoring capabilities.

FS512: MIDI Sequencing: Logic (3)

MIDI Sequencing: Logic covers thorough study of the software program Logic's capabilities; extensive in-depth study and use of Logic's film-scoring capabilities.

FS513: Synchronization: Auricle (1)

Synchronization: Auricle covers how to use the software program Auricle to make the essential calculations of film-scoring effectively and how to use Auricle to generate synchronization information in the studio.

FS514: Advanced MIDI: Virtual-Instruments (2)

Advanced MIDI: Virtual-Instruments covers effective methods for creating "mockups;" principles of synthesis, and sampling; and effective use of a variety of industry-standard virtual instruments. Prerequisite: FS512.

FS515: Advanced MIDI: Plugins and Synthesis (2)

Advanced Midi 2: Plugins and Synthesis covers fundamentals of proper music notation; thorough study of Finale's capabilities; importing and exporting into Finale from other software; good practices in program use and parts extraction; extensive in-depth study and use of Finale's film-scoring capabilities. Prerequisite: FS512.

FS521: Notation: Finale (3)

Notation: Finale covers fundamentals of proper music notation; thorough study of Finale's capabilities; importing and exporting into Finale from other software; good practices in program use and parts extraction; extensive in-depth study and use of Finale's film-scoring capabilities.

FS522: Notation: Sibelius (3)

Notation: Sibelius covers thorough study of Sibelius's capabilities; good practices in program use and parts extraction; importing and exporting into Sibelius from other software; extensive in-depth study and use of Sibelius's film-scoring capabilities.

FS531: Audio Recording and Mixing: Protools (3)

Audio Recording and Mixing: Protools covers fundamentals of audio recording and mixing; extensive in-depth study and use of Protools' capabilities.

FS532: Studio Technology (2)

Studio Technology covers fundamentals of technology used in modern studio recording and how to use that technology effectively.

FS541: Conducting (2)

Conducting covers the fundamentals of conducting; the conducting, rehearsal and podium techniques necessary to run an efficient professional recording session.

FS542: Music and Audio for Games (2)

Music and Audio for Games is a thorough investigation into how music and sound operate in the video-game environment, with an emphasis on adaptive, interactive, non-linear composition methods. Students will have the opportunity to write music that is designed to be adapted to game-play by special, video-game-oriented audio engines and will learn to use current software that controls music and audio in game-play through hands-on experience.

FS543: Songwriting for Film (2)

Songwriting for Film is an investigation of how structure, melody, and lyrics function together to create a well-written song. Students will also examine the ins and outs of writing songs for films, including how to tailor a song for a scene and what constitutes a successful End Credit song. Students will write a film-oriented song and receive instructor and peer feedback.

FS544: Film Music History (2)

Film Music History focuses on analysis of the style and function of music for film throughout film history, starting with silent-era films and covering scores up to the present day. Students will present an analysis of a seminal film score in class.

FS546: Ear Training (2)

In *Ear Training* students are trained to listen critically and with discernment to a variety of musical textures. Students do rhythmic, melodic, and harmonic dictation both in class and outside of class through online tutorials.

MACS509: Language of Film (4)

Language of Film provides an overview of film analysis through a study of basic elements of film structure including cinematography, editing, composition, set design, color, and sound, and the ways in which each contributes to a film's meaning.

MASTER OF FINE ARTS (MFA) IN FILMMAKING PROGRAM OF STUDY

PROGRAM MISSION AND DESCRIPTION

The MFA in Filmmaking provides a comprehensive education in all aspects of the filmmaking process. Students gain hands-on experience in all aspects of filmmaking including writing, directing, cinematography, and editing. The curriculum and the mission of the MFA is to provide students with the knowledge, tools, and practical skills to define and implement career goals and accomplish their creative and professional goals with personal and professional integrity. Upon completion of the program students are awarded a Master of Fine Arts in Filmmaking.

PROGRAM REQUIREMENTS

Classes required for the Master of Fine Arts (MFA) in Filmmaking – 90 quarter credits:

MAPF-531	Fundamentals of Producing (3 credits)
MAPR-511	Art of Directing (4 credits)
MAPR-521	Production 1 (5 credits)
MAPR-522	Production 2 (5 credits)
MAPR-523	Production 3 (5 credits)
MAPR-524	Production 4 (5 credits)
MAPR-525	Production 5 (4 credits)
MAPR-526	Production 6 (4 credits)
MAPR-541	Post-Production 1 (4 credits)
MAPR-542	Post-Production 2 (4 credits)
MAPR-543	Post-Production 3 (4 credits)
MAPR-544	Post-Production 4 (4 credits)
MACS-509	Language of Film (4 credits)
MACS-515	History of Cinema (4 credits)
MASW-521	Screenwriting 1 (4 credits)
MASW-522	Screenwriting 2 (4 credits)
MASW-523	Screenwriting 3 (4 credits)
MAPR-551	Non-Fiction Filmmaking (4 credits)
MAPF-705	Master's Portfolio Seminar-1 (3 credits)
MAPF-706	Master's Portfolio Seminar-2 (3 credits)
MAPF-707	Master's Portfolio Seminar-3 (3 credits)
MAPF-708	Master's Portfolio Seminar-4 (3 credits)
MADS-705	Directed Study (3 credits)

Elective:

MAPF-901	Professional Internship Program (1-6 credits)
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COURSE DESCRIPTIONS

MAPF-531: Fundamentals of Producing (3)

Fundamentals of Producing provides an overview of the producing process with specific attention to the areas of producing that are needed to produce projects ranging from commercials to independent feature films.

MAPR-511: Art of Directing (4)

Art of Directing concentrates on two crucial areas of the directing process-working with actors and the technical aspects of directing. First, students concentrate on the professional and emotional relationship between the actor and director. Next, students focus on set issues including lighting, set design, lens selection, and blocking.

MAPR-521: Production 1 (5)

Production 1 provides an introduction to the basic elements of camera operation and lighting with specific attention to the fundamentals of exposure and control of the image and provides an overview of the entire production process. Students film and edit individual projects in Super 8 and digital video.

MAPR-522: Production 2 (5)

Production 2 builds on the principles taught in *Production 1* and provides an introduction to collaborative production and the crew experience and introduces skills in the areas of pre-production, blocking, directing, and production planning. Students are introduced to lighting and camera operation at the intermediate level with film and HD cameras. Students assume a specific crew position and complete a 16mm MOS group project that melds the creative use of sound and image. Prerequisite: MAPR-521 or satisfactory completion of MAPR-521 proficiency exam.

MAPR-523: Production 3 (5)

Production 3 builds on the principles taught in *Production 2* in the areas of pre-production, directing and production management. The class provides continued instruction in lighting technique and camera operation as well as an introduction to location audio recording. Students complete a collaborative crew project in HD that highlights the creative and effective use of dialog and visual storytelling. Students assume a specific assigned crew position that is different than the crew position held in *Production 1*. Prerequisite: MAPR-522 or satisfactory completion of MAPR-522 proficiency exam.

MAPR-524: Production 4 (5)

Production 4 builds on the principles taught in *Production 3* and provides advanced instruction in audio, lighting, cinematography, and camera operation. Students complete a capstone collaborative project in Super 16mm or HD crewing in their area of specialization. Field trips and guest lectures highlight the role of the entire structure of film/video production ranging from production houses and soundstages to digital and audio post-production and the film lab. Prerequisite: MAPR-523 or satisfactory completion of MAPR-523 proficiency exam.

MAPR-525: Production 5 (4)

Production 5 builds on the principles taught in *Production 4* and provides a platform for specialization in chosen areas of production. Prerequisite: MAPR-524 or satisfactory completion of MAPR-524 proficiency exam.

MAPR-526: Production 6 (4)

Production 6 builds on the principles taught in *Production 5* and provides a platform for the completion of additional collaborative and personal work. Prerequisite: MAPR-525 or satisfactory completion of MAPR-525 proficiency exam.

MAPR-541: Post-Production 1 (4)

Post-Production 1 provides an introduction to the art, theory, and craft of editing with detailed attention to the entire conceptual process from storyboarding to the final version. Students also gain practical experience and hands-on instruction in editing programs and edit all projects produced in *Production 1*.

MAPR-542: Post-Production 2 (4)

Post-Production 2 builds on the principles taught in *Post-Production 1* with specific attention to the relation between visual imagery and sound design and provides the foundation to the techniques and aesthetic principles for editing dialog, music, and sound effects. Students sharpen analytical skills with critiques of all projects completed in *Production 2*. Prerequisite: MAPR-541 or satisfactory completion of MAPR-541 proficiency exam.

MAPR-543: Post-Production 3 (4)

Post-Production 3 builds on the principles taught in *Post-Production 2* with advanced instruction in the theory and practice of editing dialog in narrative work and offers both a theoretical and structural overview of the editorial process of both narrative and non-fiction work as material progresses through each successive editorial version. Students edit and critique all material produced in *Production 3*. Prerequisite: MAPR-542 or satisfactory completion of MAPR-542 proficiency exam.

MAPR-544: Post-Production 4 (4)

Post-Production 4 builds on the principles taught in *Post-Production 3*. The class provides advanced instruction in editing workflow, the relation between film, video, and digital formats and conversion issues, technical and creative aspects of electronic imaging, and offers specific attention to advanced editing problems, visual effects, audio, and color correction. Students complete a promotional project, experimental project, or project of their choice, and edit and critique all material produced in *Production 4*. Prerequisite: MAPR-543 or satisfactory completion of MAPR-543 proficiency exam.

MAPR-551: Non-Fiction Filmmaking (4)

Non-Fiction Filmmaking provides an introduction to the theory and practice of documentary and non-fiction filmmaking as students engage in a collaborative documentary project including research, writing, directing, shooting, and editing.

MACS-509: Language of Film (4)

Language of Film provides an overview of film analysis through a study of basic elements of film structure including cinematography, editing, composition, set design, color, and sound and the ways in which each contributes to a film's meaning.

MACS-515: History of Cinema (4)

History of Cinema: An Overview provides a survey of the history of cinema with specific attention to the development of the medium from its beginnings and the Hollywood studio system to international cinema.

MASW-521: Screenwriting 1 (4)

In *Screenwriting 1* students learn story concept development and how to create realistic and empathetic characters, screenplay conventions and format, and characteristics of established genres. The course emphasizes telling a story cinematically in terms of action and character portrayal. Students will write scenes and short film scripts.

MASW-522: Screenwriting 2 (4)

In *Screenwriting 2*, students develop the basic storyline for a screenplay. The class focuses on the specific elements of the screenwriting craft including creating story, structuring the plot and subplots, plot points, ingredients to construct effective opening pages, the structure of dramatic scenes, and creating effective dialogue. Students will write scenes, Act-1 of a feature screenplay and a short film script.

MASW-523: Screenwriting 3 (4)

In *Screenwriting 3*, students continue their feature screenplays and have individual readings of their pages in class with discussion and analysis. This course deals with the overall structure of screenplays from the individual scene to the rhythms of the complete piece. In addition, the class focuses on creating effective metaphors, adding suspense to a story, and the basic techniques of comedy and humor. Students will also write scenes and a short film script.

MAPF-705: Master's Portfolio Seminar 1 (3)

Master's Portfolio Seminar provides the foundation for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors to design their concept.

MAPF-706: Master's Portfolio Seminar 2 (3)

Master's Portfolio Seminar centers on project development for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors and experts to design and begin planning for their concept.

MAPF-707: Master's Portfolio Seminar 3 (3)

Master's Portfolio Seminar centers on project management and successful business planning for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors and experts to design and develop successful business plans.

MAPF-708: Master's Portfolio Seminar 4 (3)

Master's Portfolio Seminar is the culmination of the Master in Arts in Producing degree program and concludes in the presentation of the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students present final work to academic advisors and experts for review.

MADS-705: Directed Study (3)

Directed Study provides a platform for both individual and/or class instruction for production methodology and practice as well as providing a framework for individual and/or project-based issues and solutions.

The following internship program is an elective for the MFA in Filmmaking:

MAPR-901: Professional Internship Program (1-6)

The *Professional Internship Program* is open to all students who complete the program requirements. Students are encouraged to use the program as a way of focusing and developing their career in the areas of producing that they are specifically interested in pursuing. The *Professional Internship Program* is managed through Career Services at Seattle Film Institute. Students with program permission may register for MAPR-901.

MASTER OF FINE ARTS (MFA) IN FILMMAKING AND PRODUCING PROGRAM

PROGRAM MISSION AND DESCRIPTION

The MFA in Filmmaking and Producing provides a comprehensive education in various aspects of the filmmaking process and in producing. Students participate in a core curriculum and choose one of the following concentrations:

- *Acting for Film*
- *Filmmaking*
- *Digital Arts, Animation & Game Design*
- *Audio Production & Sound Design*
- *Interdisciplinary Arts*

The core curriculum provides all students with an overview of the filmmaking process and focuses on the four major areas of producing: Creative elements and the creative team; the business of filmmaking (business, financial and legal); management (pre-production, production, and post-production); and marketing and distribution. The curriculum and the mission of the MFA is to provide students with the knowledge, tools, and practical skills to define and implement career goals and accomplish their creative, business, and entrepreneurial goals with personal and professional integrity.

Upon completion of the program students are awarded a Master of Fine Arts in Filmmaking and Producing.

PROGRAM REQUIREMENTS

**Classes required for the Master of Fine Arts (MFA in Filmmaking and Producing—
122 quarter Credits.**

Required Core Classes: 50 Credits

MACS-509	Language of Film (4 credits)
MAPF-531	Fundamentals of Producing (3 credits)
MAPF-541	Creative Producing-1 (3 credits)
MAPF-542	Creative Producing-2 (3 credits)
MAPF-543	Creative Producing-3 (3 credits)
MAPF-544	Creative Producing-4 (3 credits)
MAPF-551	Business of Producing -1 (3 credits)
MAPF-552	Business of Producing -2 (3 credits)
MAPF-553	Business of Producing -3 (3 credits)
MAPF-554	Business of Producing -4 (3 credits)
MAPF-561	Production Management-1 (2 credits)
MAPF-562	Production Management-2 (2 credits)
MAPF-601	Integration of Producing Skills (3 credits)
MAPF-705	Master's Portfolio Seminar-1 (3 credits)
MAPF-706	Master's Portfolio Seminar-2 (3 credits)
MAPF-707	Master's Portfolio Seminar-3 (3 credits)
MAPF-708	Master's Portfolio Seminar-4 (3 credits)

Core Elective:

MAPF—901 Professional Internship Program (1-6)

**Acting for Film Concentration—50 Core Credits as above; 72 Credits in Concentration
(Total: 122 Credits):**

MAAF-521	Basic Acting 1 (4 credits)
MAAF-522	Acting for Camera 1 (5 credits)
MAAF-523	Acting for Camera 2 (5 credits)
MAAF-524	Acting for Camera 3 (5 credits)
MAAF-531	Voice and Speech 1 (2.5 credits)
MAAF-532	Voice and Speech 2 (2.5 credits)
MAAF-533	Voice and Speech 3 (2.5 credits)
MAAF-541	Movement 1 (2.5 credits)
MAAF-542	Movement 2 (2.5 credits)
MAAF-543	Movement 3 (2.5 credits)
MAAF-550	Acting for Film: Performance Workshop (2.5 credits)
MAAF-551	Improvisation 1 (4 credits)
MAAF-555	Improvisation 2 (2.5 credits)
MAAF-557	Voiceover 1 (4 credits)
MAAF-558	Voiceover 2 (4 credits)
MAAF-561	Text Analysis for Film and TV (4 credits)
MAAF-563	Acting for Film Capstone (4 credits)
MAAF-571	Introduction to Auditioning Technique (2.5 credits)
MAAF-572	Advanced Auditioning Technique (2.5 credits)
MAAF-589	Professional Practices (4 credits)
MAPR-520	Art of Seeing (4 credits)

**Filmmaking Concentration—50 Core Credits as above; 72 Credits in Concentration
(Total: 122 Credits):**

MACS-515	History of Cinema (4 credits)
MAPR-511	Art of Directing (4 credits)
MAPR-521	Production 1 (5 credits)
MAPR-522	Production 2 (5 credits)
MAPR-523	Production 3 (5 credits)
MAPR-524	Production 4 (5 credits)
MAPR-541	Post-Production 1 (4 credits)
MAPR-542	Post-Production 2 (4 credits)
MAPR-543	Post-Production 3 (4 credits)
MAPR-544	Post-Production 4 (4 credits)
MAPR-551	Non-Fiction Filmmaking (4 credits)
MAPR-563	Capstone Project (4 credits)
MAPR-589	Professional Practices (4 credits)
MAPR-599	Special Topics (4 credits)
MASW-521	Screenwriting 1 (4 credits)
MASW-522	Screenwriting 2 (4 credits)
MASW-523	Screenwriting 3 (4 credits)

Digital Arts, Animation & Game Design Concentration—50 Core Credits as above; 72 Credits in Concentration (Total: 122 Credits):

MAMG-501	Fundamentals of Digital Imaging (4 credits)
MAMG-505	Introduction to 3D Visual Effects (4 credits)
MAMG-510	Motion Graphics 1 (5 credits)
MAMG-511	Motion Graphics 2 (5 credits)
MAMG-515	Advanced Topics in 3D Visual Effects (4 credits)

MAMG-520	Visualization and Storyboarding (4 credits)
MAMG-525	Introduction to Game Engines (4 credits)
MAMG-551	3D Animation 1 (4 credits)
MAMG-552	3D Animation 2 (4 credits)
MAMG-553	3D Animation 3 (4 credits)
MAMG-561	Digital Arts, Animation & Game Design Advanced Workshop (5 credits)
MAMG-563	Capstone for Digital Arts, Animation & Game Design (4 credits)
MAMG-570	Advanced Game Design (4 credits)
MAPR-520	Art of Seeing (4 credits)
MAPR-521	Production 1 (5 credits)
MAPR-541	Post-Production 1 (4 credits)
MAPR-589	Professional Practices (4 credits)

Audio Production & Sound Design Concentration—50 Core Credits as above; 72 Credits in Concentration (Total: 122 Credits):

MAPR-521	Production 1 (5 credits)
MAPR-541	Post-Production 1 (4 credits)
MAPR-563	Capstone Project (4 credits)
MAPR-589	Professional Practices (4 credits)
MAPR-599	Special Topics (4 credits)
MASD-511	Sound & Recording 1 (5 credits)
MASD-512	Sound & Recording 2 (5 credits)
MASD-521	Field Recording (2 credits)
MASD-524	Audio Post (5 credits)
MASD-531	Sound Design 1 (2 credits)
MASD-532	Audio Production Practice & Application (4 credits)
MASD-541	Digital Theory & Application (4 credits)
MASD-542	Mixing & Editing (4 credits)
MASD-543	Sound Art (4 credits)
MASD-551	Music Theory (4 credits)
MASD-552	Advanced MIDI Technology (4 credits)
MASD-561	Game Audio (4 credits)
MASD-571	Sound Design 2 (4 credits)

Interdisciplinary Arts Concentration—50 Core Credits as above; 72 Credits in Concentration to be determined as follows:

The Interdisciplinary Arts Concentration allows students to formulate a program of study to meet individual personal and career goals, bringing together each student's vital interests from more than one discipline into a cohesive whole. Students work with faculty to create a plan of study which includes the core curriculum with coursework from a combination of the four concentrations offered in the MFA in Filmmaking and Producing Program. Participation in the Interdisciplinary Concentration requires approval of the program director.

Total: 122 Credits

COURSE DESCRIPTIONS

MAAF-521: Basic Acting 1 (4)

Basic Acting 1 provides an introduction to the theory and practice of acting craft, development of the actor's tools, basic acting techniques, including pantomime, vocal conditioning, improvisation, and scene study.

MAAF-522: Acting for Camera 1 (5)

Acting for Camera 1 provides an introduction to the study and technique of acting for the camera. Through the use of film, TV, and commercial scripts, students are introduced to basic camera technique and terminology.

MAAF-523: Acting for Camera 2 (5)

Acting for Camera 2 focuses on scene-work for the camera with specific attention to camera awareness and blocking in relationship to hitting marks and framing.

MAAF-524: Acting for Camera 3 (5)

Acting for Camera 3 continues the learning in the production of multi-camera for television. This course will focus on the production phase of sketch and sitcom work from a performance perspective. Using post-production practices, actors will build their personal reels.

MAAF-531: Voice and Speech 1 (2.5)

Voice and Speech 1 provides an introductory study of speech and voice regarding text, context, environment, dynamics, range, and accent.

MAAF-532: Voice and Speech 2 (2.5)

Voice and Speech 2 focuses on building on basic skills in the study of speech and voice regarding text, context, environment, dynamics, range, and accent.

MAAF-533: Voice and Speech 3 (2.5)

Voice and Speech 3 focuses on advanced skills in the study of speech and voice regarding text, context, environment, dynamics, range, and accent.

MAAF-541: Movement 1 (2.5)

Movement 1 introduces the practice of various movement disciplines such as Laban, Suzuki, Feldenkrais, Chekhov, Lessac, and Alexander, to enhance flexibility and expressiveness of the actor's body in a variety of performance applications.

MAAF-542: Movement 2 (2.5)

Movement 2 develops and builds on the practice of various movement disciplines, such as Laban, Suzuki, Feldenkrais, Chekhov, Lessac, and Alexander, to enhance flexibility and expressiveness of the actor's body in a variety of performance applications.

MAAF-543: Movement 3 (2.5)

Movement 3 provides advanced study in movement disciplines such as Alexander, Feldenkrais, Suzuki, and Rasaboxes.

MAAF-550: Acting for Camera: Performance Workshop (.5-6)

Acting for Camera Lab is a variable credit class for pass/fail. This class is offered in tandem with Acting for Camera 1-3. The Lab is designed for rehearsal and blocking for filmed and live performances.

MAAF-551: Improvisation 1 (4)

Improvisation 1 introduces the student to improvisational techniques with a particular emphasis on the use of the games as a stimulus for spontaneity, strong playing relationships and trouble shooting within the rehearsal process.

MAAF-555: Improvisation 2 (2.5)

Improvisation 2 pays particular attention to the nuances of scenic improvisation. Students learn to look for connections and patterns that give the scenes depth. Topics covered include: emotional and status initiations; finding the internal and external game of a scene; and narrative pacing and resolution.

MAAF-557: Voiceover 1 (4)

Voiceover Fundamentals provides an introduction to basic voiceover skills and techniques with particular attention to animation and narrative work.

MAAF-558: Voiceover 2 (4)

Voiceover 2 builds on the foundation of Voiceover 1. Students create demo reels for video games, animation and narrative work.

MAAF-561: Text Analysis for Film and TV (4)

Text Analysis for Film and TV develops the skills necessary for the analysis and interpretation of scripts from a variety of perspectives as the basis for performance from the viewpoints of both viewers and practitioners.

MAAF-563: Acting for Film Capstone (4)

Acting for Film Capstone is a project-based class where students realize the culmination of their coursework in a real-world performance for film and television and/or live performance.

MAAF-571: Introduction to Auditioning Technique (2.5)

Introduction to Auditioning Technique focuses on the exploration and practice of techniques for professional camera auditions with an emphasis on preparing for cold readings.

MAAF-572: Advanced Auditioning Technique (2.5)

Advanced Auditioning Technique provides preparation for entry into the professional community as students work to advance their audition skills by in-class work and out-of-class activity.

MAAF-589: Professional Practices (4)

Professional Practices bridges the gap between the acting student and the working professional. Emphasis is on standard business practices as well as consolidating a body of work in a manner that best expresses the student's abilities. Special attention is given to client interaction, appropriate portfolio and headshots preparation, and the development of contacts within the industry. Freelance guidelines, professional business practices, and talent agencies are also covered.

MAAF-499: Special Topics in Acting for Film (4)

Special Topics in Acting for Film focuses on new and emerging training techniques, opportunities for acting in new media, and non-traditional applications of acting skills such as sales, public speaking, and teaching.

MACS-509: Language of Film (4)

Language of Film provides an overview of film analysis through a study of basic elements of film structure including cinematography, editing, composition, set design, color, and sound, and the ways in which each contributes to a film's meaning.

MACS-515: History of Cinema: An Overview (4)

History of Cinema: An Overview provides a survey of the history of cinema with specific attention to the development of the medium from its beginnings and the Hollywood studio system to international cinema.

MAPF-531: Fundamentals of Producing (3)

Fundamentals of Producing provides an overview of the entire producing process from development to distribution. This course focuses on the four core areas of the producing process: Creative Elements and the Creative Team; Business of Filmmaking; Management; and Marketing and Distribution.

MAPF-541: Creative Producing 1 (3)

Creative Producing 1 focuses on the formative stages of media project development where students discern how stories are crafted for multiple media markets including television, film festival, video games and internet. Students will learn how to maintain a creative vision, develop stories, screenplays, script analysis, script breakdowns and learn the creative aspects needed to build a successful project.

MAPF-542: Creative Producing 2 (3)

Creative Producing 2 continues the work of Creative Producing 1 with a focus on developing real-world projects with a team in various organizational structures. Students will work in teams where they learn team roles and responsibilities, organization management, organizational leadership and the skills needed to produce a project. Prerequisite: MAPF-541.

MAPF-543: Creative Producing 3 (3)

Creative Producing 3 builds on the skills learned in Creative Producing 1 & 2. Students study creative entrepreneurship ventures to find innovative business solutions. Students manage projects to achieve strategic and positive organizational results. Skills include conducting team meetings, leading project development, creative financing, personnel management and project framework. Prerequisite: MAPF-542.

MAPF-544: Creative Producing 4 (3)

Creative Producing 4 is a culminating class where students combine their skills to produce a professional film or media project proposal from start to finish. Students have a chance to explore and develop new entrepreneurial models for 21st creative businesses.

MAPF-551: Business of Producing 1 (3)

Business of Producing 1 introduces students to the key areas of the business of media production that are on the producer's radar from the very conception of a project: organization, strategy, the business plan, and budget.

MAPF-552: Business of Producing 2 (3)

Business of Producing 2 applies skills learned in Business of Producing 1 through team collaboration in the key areas of the business of media production that are on the producer's radar from the very conception of a project; organization, strategy, business plan, budget, legal and financing issues. Prerequisite: MAPF-551.

MAPF-553: Business of Producing 3 (3)

Business of Producing 3 provides in-depth analysis of the financial aspects of the film industry and methods of financing films. Topics include deal memos, contracts, union agreements, distribution agreements, music rights, literary rights, intellectual rights, and copyrights. Prerequisite: MAPF-552.

MAPF-554: Business of Producing 4 (3)

Business of Producing 4 synthesizes skills learned in Business of Producing 1-3. Students will create a final business proposal for media project that they will pitch to a diversity of media professionals for feedback.

MAPF-561: Production Management 1 (2)

Production Management 1 provides an introduction to management and managerial skills with a specific emphasis on the elements of pre-production including script breakdown, acquiring locations, hiring crew, negotiations, logistical planning, equipment, and scheduling.

MAPF-562: Production Management 2 (2)

Production Management 2 provides an in-depth introduction to the role of the line producer in the key areas of budgets and budget management; management of the day-to-day aspects of the production, set management and craft services, and crew management including conflict resolution and termination. Prerequisite: MAPF-561.

MAPF-601: Integration of Producing Skills (3)

Integration of Producing Skills, through an active involvement of industry participants, delineates the relationship of the skill-set of the film producer to other career paths including new and emerging media, internet and digital media production and distribution, documentary production, video games, commercials, as well as business opportunities and start-up and entrepreneurial ventures.

MAPF-705: Master's Portfolio Seminar 1 (3)

Master's Portfolio Seminar provides the foundation for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors to design their concept.

MAPF-706: Master's Portfolio Seminar 2 (3)

Master's Portfolio Seminar centers on project development for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors and experts to design and begin planning for their concept.

MAPF-707: Master's Portfolio Seminar 3 (3)

Master's Portfolio Seminar centers on project management and successful business planning for the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students work with academic advisors and experts to design and develop successful business plans.

MAPF-708: Master's Portfolio Seminar 4 (3)

Master's Portfolio Seminar is the culmination of the Master in Arts in Producing degree program and concludes in the presentation of the Master's in Producing portfolio project. The project includes a fully-developed project from concept to realization. Students present final work to academic advisors and experts for review.

MAMG-501: Fundamentals of Digital Imaging (4)

Fundamentals of Digital Imaging provides an introduction to the basics of creating and manipulating bitmap and vector images. Students will become familiar with the user interfaces and basic tool sets of Photoshop and Illustrator, including masking, selections, and color correction. Students learn to apply these skills to the development of on-screen projects.

MAMG-505: Introduction to 3D Visual Effects (4)

Introduction to 3D Visual Effects introduced to visual effects techniques in the 3D environment. Students work with fluids, particles and dynamics.

MAMG-510: Motion Graphics 1 (5)

Motion Graphics 1 provides an overview of After Effects, beginning with an introduction to the user interface and the basic tool set. The class covers the fundamentals of animating within the software, such as adding effects to graphic elements and video to create titles and sophisticated motion. In addition students learn about advanced techniques like rotoscoping, keying, and motion.

MAMG-511: Motion Graphics 2 (5)

Motion Graphics 2 addresses the history and theory of typography as applied to motion design. Typographic expression, legibility, and hierarchy are examined. The clarification of message and interpretation of content, through visual language is explored. The class also includes the study of letterforms, composition, proportion and grids.

MAMG-515: Advanced Topics in 3D Visual Effects (4)

Advanced Topics in 3D Visual Effects builds on skills learned in Introduction to 3D Visual Effects and students use compositing and rotoscoping in live action media.

MAMG-520: Visualization and Storyboarding (4)

Visualization and Storyboarding provides an introduction into concept development and the visual expression of those ideas through storyboarding. Following industry standards, students are taught to produce motion graphic storyboards using the tools and techniques of digital software, including animatics.

MAMG-525: Introduction to Game Engines (4)

Introduction to Game Engines used to design and build 2D and 3D games. Students will study current and past games and apply integrated development environments (IDE) utilizing code editor, compiler, debugger and graphical user interface (GUI) builder.

MAMG-551: 3D Animation 1 (4)

3D Animation 1 introduces the essential concepts of 3D digital modeling and animation. In the class, students develop a basic understanding of the user interface and navigational tools of 3D programs. Students will learn basic techniques in modeling, animation and rendering, 3D lighting, and camera movement.

MAMG-552: 3D Animation 2 (4)

3D Animation 2 provides an environment for students to learn to use animation in game engine. The course instructs students in the creation of 3D assets and effects for film, media and game projects. Students create characters and environments in 2D and 3D worlds.

MAMG-553: 3D Animation 3 (4)

3D Animation 3 focuses on a variety of techniques to set-up, rig and animate 3D objects. The class will discuss advanced uses of 3D effects in film and motion graphics pertaining to title sequences and music videos. Students will also be introduced to the use of deformers and blend shapes as animation tools.

MAMG-561: Digital Arts, Animation & Game Design Advanced Workshop (4)

The Digital Arts, Animation & Game Design Advanced Workshop uses imagination, exploration, discovery, and reflection, applied to original work in a collaborative environment. Students uncover new knowledge through innovation and communicate new ways of understanding through digital design. The class embraces an expansive range of arts practice, theory, and research across multiple disciplines and apply that learning in SFI labs, studios, and classrooms.

MAMG-563: Capstone for Digital Arts, Animation & Game Design (4)

In the Capstone of Digital Arts, Animation & Game Design students prepare and create an individual portfolio level project that utilizes multiple digital creative and delivery platforms to realize an original creative work.

MAMG-570: Special Topics in Digital Arts (4)

In Special Topics in Digital Arts study topic specifics to the field of creative digital art. Topics range and change to cover an expansive array of digital arts practice, theory, and research across the disciplines of science, engineering, technology and mathematics that converge in the world of art and art theory.

MAPR-511: Art of Directing (4)

Art of Directing concentrates on two crucial areas of the directing process-working with actors and the technical aspects of directing. First, students concentrate on the professional and emotional relationship between the actor and director. Next, students focus on set issues including lighting, set design, lens selection, and blocking.

MAPR-520: Art of Seeing (4)

The Art of Seeing provides an introduction to the creative practice of visualization through the art of storytelling. Students participate in techniques and exercises that harness their creative talents and skills. Correlation and emphasis are used to discover story.

MAPR-521: Production 1 (5)

Production 1 provides an introduction to the basic elements of camera operation and lighting with specific attention to the fundamentals of exposure and control of the image and provides an overview of the entire production process. Students film and edit individual projects in Super 8 film and digital video.

MAPR-522: Production 2 (5)

Production 2 builds on the principles taught in *Production 1* and provides an introduction to collaborative production and the crew experience and introduces skills in the areas of pre-production, blocking, directing, and production planning. Students are introduced to lighting and camera operation at the intermediate level with film and HD cameras. Students assume a specific crew position and complete an MOS group project that melds the creative use of sound and image. Prerequisite: MAPR-521 or satisfactory completion of MAPR-521 proficiency exam.

MAPR-523: Production 3 (5)

Production 3 builds on the principles taught in *Production 2* in the areas of pre-production, directing and production management. The class provides continued instruction in lighting technique and camera operation as well as an introduction to location audio recording. Students complete a collaborative crew project in HD that highlights the creative and effective use of dialog and visual storytelling. Students

assume a specific assigned crew position that is different than the crew position held in *Production 1*. Prerequisite: MAPR-522 or satisfactory completion of MAPR-522 proficiency exam.

MAPR-524: Production 4 (5)

Production 4 builds on the principles taught in *Production 3* and provides advanced instruction in audio, lighting, cinematography, and camera operation. Students complete a capstone collaborative project in Super 16mm or HD crewing in their area of specialization. Field trips and guest lectures highlight the role of the entire structure of film/video production ranging from production houses and soundstages to digital and audio post-production and the film lab. Prerequisite: MAPR-523 or satisfactory completion of MAPR-523 proficiency exam.

MAPR-541: Post-Production 1 (4)

Post-Production 1 provides an introduction to the art, theory, and craft of editing with detailed attention to the entire conceptual process from storyboarding to the final version. Students also gain practical experience, hands-on instruction in editing programs and edit all projects produced in *Prod. 1*.

MAPR-542: Post-Production 2 (4)

Post-Production 2 builds on the principles taught in *Post-Production 1* with specific attention to the relation between visual imagery and sound design and provides the foundation to the techniques and aesthetic principles for editing dialog, music, and sound effects. Students sharpen analytical skills with critiques of all projects completed in *Production 2*. Prerequisite: MAPR-541 or satisfactory completion of MAPR-541 proficiency exam.

MAPR-543: Post-Production 3 (4)

Post-Production 3 builds on the principles taught in *Post-Production 2* with advanced instruction in the theory and practice of editing dialog in narrative work and offers both a theoretical and structural overview of the editorial process of both narrative and non-fiction work as material progresses through each successive editorial version. Students edit and critique all material produced in *Production 3*. Prerequisite: MAPR-542 or satisfactory completion of MAPR-542 proficiency exam.

MAPR-544: Post-Production 4 (4)

Post-Production 4 builds on the principles taught in *Post-Production 3*. The class provides advanced instruction in editing workflow, the relation between film, video, and digital formats and conversion issues, technical and creative aspects of electronic imaging, and offers specific attention to advanced editing problems, visual effects, audio, and color correction. Students complete a promotional project, experimental project, or project of their choice, and edit and critique all material produced in *Production 4*. Prerequisite: MAPR-543 or satisfactory completion of MAPR-543 proficiency exam.

MAPR-551: Non-Fiction Filmmaking (4)

Non-Fiction Filmmaking provides an introduction to the theory and practice of documentary and non-fiction filmmaking as students engage in a collaborative documentary project including research, writing, directing, shooting, and editing.

MAGR-563: Capstone Project (4)

Capstone Project provides the context for students to engage in a capstone project. Students develop either individual or collaborative work that demonstrates their cumulative skill-set and interests.

MAPR-582 Independent Study in Production (4)

In the *Independent Study in Production* students in their junior-year or senior-year of coursework participate in focused studies in the areas of digital arts, filmmaking, game design and animation. Students create their own course on a topic choice, working in concert with a faculty member. Prerequisite: MAPR-544 or satisfactory completion of MAPR-544 proficiency exam.

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advisor. Projects may be school focused, client-based or part of a partnership creative program that aligns with Seattle Film Institute mission.

MAPR-589: Professional Practices (4)

Professional Practices bridges the gap between the film student and the working professional. Emphasis is on standard business practices as well as consolidating a body of work in a manner that best expresses the student's abilities. Special attention is given to client interaction, appropriate portfolio preparation, and the development of contacts within the industry. Freelance guidelines, professional business practices, contract negotiation, and budgeting are also covered.

MAGR-599: Special Topics (4)

Special Topics focuses on detailed investigations of new or emerging aspects of new media, film/digital production, television, and/or distribution and exhibition with active participation of visiting faculty and specialists.

MASD-511: Sound and Recording 1 (5)

In *Sound and Recording 1* students are introduced to the physics and principles of sound and recording that are the foundation for all modern techniques and technology. Through discussion, experimentation, field recording and research students will gain fundamental understanding of sound and its behavior, signal flow, microphone technique, as well as the basics of studio design and sound reinforcement.

MASD-512: Sound and Recording 2 (5)

Sound and Recording 2 covers advanced recording techniques and multi-channel recording in a studio environment. The class also serves as an introduction to basic music recording techniques, surround sound concepts, acoustics, signal routing and signal processing. Prerequisite: MASD-311.

MASD-521: Field Recording (2)

In *Field Recording* students learn basic recording set-ups with a portable recorder, field mixer, and several microphones. channel/track separation and grouping, setting levels, panning, labeling, recording format, and proper boom pole handling and operation exercises.

MASD-524: Audio Post (5)

Audio Post is project based to give students a sense of the real work environment to produce sound design for various projects in collaboration with film students and composition students.

MASD-531: Sound Design 1 (2)

Sound Design 1 is an introduction and overview of the many approaches and concepts in sound design, including sound design in film, TV, video games, theater, etc. Students learn the components of a soundtrack, creating basic effects and atmospheres / ambience / background tracks, using organic and non-organic sounds.

MASD-532: Audio Production Practice and Application (4)

Audio Production Practice and Application is a project-driven class in which students begin to bring together techniques learned and apply them to live-action as well as animated projects. Audio post production techniques such as spotting sessions, ADR and Foley recording, as well as 'wild' sound effects gathering will be reviewed and applied to in-class projects. Additionally, advanced digital theory and recording techniques and signal processing will be discussed and demonstrated in class and studio. Prerequisite: MASD-331.

MASD-541: Digital Theory and Application (4)

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Digital Theory and Application is an introduction to editing basics and concepts using Pro Tools. The class will cover timeline set-up, file / track import and export, first editing steps, organizing effects, editing effects and background / ambience. Students will learn basic mixing techniques, as well as effects such as reverb, compressors, and equalizers.

MASD-542: Mixing and Editing (4)

Mixing and Editing covers advanced Pro Tools studies as well as introduction to other audio editing and mixing software. Students will learn syncing, editing and mixing ADR, as well as Multi-channel mixing, combining location sound, ADR, Foley effects and sound design. Prerequisite: MASD-341.

MASD-543: Sound Art (4)

Sound Art focuses on "outside the box" thinking and creation of sound textures to support music, film and dance. In this class students will be shown various ways of acoustic manipulation of sound through analog processing, as well as manipulation with digital processing. The end goal will be an enhanced way of thinking about sound and how the subtleties of aural textures can influence a soundscape. Students will be pushed to eschew traditional methods and encouraged to be open to new thought processes where audio becomes art.

MASD-551: Music Theory (4)

Music Theory is an introduction to basic music theory and notation, reading and writing music, the circle of fifths; and creating a track sheet. The class will cover advanced music theory, pertaining to the specific needs of an audio engineer or sound designer, as well as specific knowledge for setting up and handling a recording session from initial conception to full-on execution.

MASD-552: Advanced MIDI Technology (4)

Advanced MIDI Technology continues building on the basics of music theory, notation, and instrumentation by introducing students to the world of advanced MIDI technology. The class will cover sampler technology and application, plug-in synthesizer technology, and plug-in effects technology.

MASD-561: Game Audio (4)

Game Audio examines the history of sound for games, the workflow for game creation, and sound design requirements. Students will also explore sound effects, music and voice-over for games, middleware and implementation.

MASD-571: Sound Design 2 (4)

Sound Design 2 focuses on workflow from production audio to post-production, editing and mixing, and media delivery for broadcast and multimedia. Live action and animated projects will be mixed in stereo and surround with an equal concentration on thoroughness of creative sound design and observance of technical operating specifications (TOS) typical to the industry.

MASW-521: Screenwriting 1 (4)

In *Screenwriting 1* students learn story concept development and how to create realistic and empathetic characters, screenplay conventions and format, and characteristics of established genres. The course emphasizes telling a story cinematically in terms of action and character portrayal. Students will write scenes and short film scripts.

MASW-522: Screenwriting 2 (4)

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In *Screenwriting 2*, students develop the basic storyline for a screenplay. The class focuses on the specific elements of the screenwriting craft including creating story, structuring the plot and subplots, plot points, ingredients to construct effective opening pages, the structure of dramatic scenes, and creating effective dialogue. Students will write scenes, Act-1 of a feature screenplay and a short film script.

MASW-523: Screenwriting 3 (4)

In *Screenwriting 3*, students continue their feature screenplays and have individual readings of their pages in class with discussion and analysis. This course deals with the overall structure of screenplays from the individual scene to the rhythms of the complete piece. In addition, the class focuses on creating effective metaphors, adding suspense to a story, and the basic techniques of comedy and humor. Students will also write scenes and a short film script.

The following internship program is an elective for the MFA in Filmmaking & Producing for Film:

MAPF-901: Professional Internship Program (1-6)

The *Professional Internship Program* is open to all students who complete the program requirements. Students are encouraged to use the program as a way of focusing and developing their career in the areas of producing that they are specifically interested in pursuing. The *Professional Internship Program* is managed through Career Services at Seattle Film Institute. Students with program permission may register for MAPF-901.

CERTIFICATE IN PRODUCING FOR FILM PROGRAM OF STUDY

PROGRAM MISSION AND DESCRIPTION

In the Certificate in Producing for Film Program, students develop the expertise to pursue a career as a film producer. At the completion of the program, students have the tools and hands-on experience to both produce films and a skill-set that is directly applicable to other career paths, including new and emerging media, internet and digital media production and distribution, documentary production, video games, commercials, as well as business opportunities and start-up and entrepreneurial ventures in areas that may both include or even transcend the world of filmmaking.

The curriculum and mission of the Certificate in Producing for Film Program focuses on the four crucial areas of producing that are needed to produce feature films: Creative Elements and the Creative Team; Business of Filmmaking (business, financial and legal); Management (pre-production, production, and post-production); and Marketing and Distribution.

Upon completion of the program students are awarded a Certificate in Producing for Film.

PROGRAM REQUIREMENTS

Classes required for the Certificate in Producing for Film—55 quarter credits:

MAPF-501	Fundamentals of Filmmaking (3 credits)
MAPF-505	Introduction to Screenwriting (3 credits)
MAPF-509	Language of Film (3 credits)
MAPF-531	Fundamentals of Producing (3 credits)
MAPF-541	Creative Producing 1 (3 credits)
MAPF-542	Creative Producing 2 (3 credits)
MAPF-543	Creative Producing 3 (3 credits)
MAPF-544	Creative Producing 4 (3 credits)
MAPF-551	Business of Producing 1 (3 credits)
MAPF-552	Business of Producing 2 (3 credits)
MAPF-553	Business of Producing 3 (3 credits)
MAPF-554	Business of Producing 4 (3 credits)
MAPF-561	Production Management 1 (pre-production) (2 credits)
MAPF-562	Production Management 2 (production) (2 credits)
MAPF-601	Integration of Producing Skills (3 credits)
MAPF-701	Master's Portfolio Seminar 1 (3 credits)
MAPF-702	Master's Portfolio Seminar 2 (3 credits)
MAPF-703	Master's Portfolio Seminar 3 (3 credits)
MAPF-704	Master's Portfolio Seminar 4 (3 credits)

Elective:

MAPF-901	Professional Internship Program (1-6)
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Course descriptions located on pages 79 –81.

CERTIFICATE IN FILM COMPOSITION PROGRAM OF STUDY

PROGRAM MISSION AND DESCRIPTION

The Certificate in Film Composition program is a thorough immersion into writing music for film, TV, video games, and other media and prepares graduates to enter those fields with the skill set, experience, and professional portfolio necessary to launch a successful career. Throughout the program, students will be guided every step of the composing process as they learn the art and craft, business, techniques and technology of writing music for film and media.

Upon completion of the program students are awarded a Certificate in Film Composition.

PROGRAM REQUIREMENTS

Classes required for the Certificate in Film Composition—56-quarter Credits.

FS-501	Foundations in Film Scoring (2 credits)
FS-502	Applied Music Composition 1 (3 credits)
FS-503	Applied Music Composition 2 (3 credits)
FS-504	Orchestration for the Studio Environment (4 credits)
FS-505	Film Composition Colloquium/Portfolio (2 credits)
FS-506	Directed Study in Film Composition (6 credits)
FS-511	MIDI Sequencing: Digital Performer (3 credits)
FS-512	MIDI Sequencing: Logic (3 credits)
FS-513	Synchronization: Auricle (1 credit)
FS-514	Advanced MIDI 1: Plug-ins and synthesis (2 credits)
FS-515	Advanced MIDI 2: Virtual-Instruments (2 credits)
FS-521	Notation: Finale (3 credits)
FS-522	Notation: Sibelius (3 credits)
FS-531	Audio Recording and Mixing: Protocols (3 credits)
FS-532	Studio Technology (2 credits)
FS-541	Conducting (2 credits)
FS-542	Music and Audio for Games (2 credits)
FS-543	Songwriting for Film (2 credits)
FS-544	Film Music History (2 credits)
FS-546	Ear Training (2 credits)
MACS-509	Language of Film (4 credits)

Course descriptions located on pages 82 – 84.