

GUIDELINES FOR CAPSTONE PROJECTS

Cinematic Arts and Technology Department

I. INTRODUCTION

Before receiving a bachelor of arts degree in Cinematic Arts and Technology, every student must participate in a Capstone Project, a creative artistic work that demonstrates successful passage through the Major Learning outcomes- MLO 1: Historical, Theoretical, And Analytical Understanding, MLO 2: Research And Development, MLO 3: Contemporary Storytelling, MLO 4: Media Practice And Innovation, MLO 5: Community Engagement, MLO 6: Synthesis Through Capstone

Students are encouraged to participate in collaborative capstones, which are projects that fulfill capstone requirements for more than one capstone student in any of the roles described below.

As the culminating experience at Cinematic Arts, the Capstone Project offers students the opportunity for a powerful learning experience, under the mentorship and supervision of Cinematic Arts faculty and staff. For many students, it will result in a showpiece of a student's ability that will help launch their Cinematic careers. For others, it will be an opportunity for experimentation and risk-taking in which students explore and push the boundaries of current Cinematic practices.

Prerequisites for enrollment into CART 490:

To enroll in CART 490, students must have successfully completed ("C" grade or better) the following:

- Any approved course - A4: Oral & Written Communication, Critical Thinking, & Ethics (Gwar)
 - CART 361 and *CART 339 or CART 341 or CART 376 or CART 422*
 - CART 315 OR CART 340
 - The prerequisite classes for the specific capstone project and role (see below or refer to Capstone Prerequisite one-sheet) Prerequisites for enrollment into CART 491:
 - To enroll in CART 491, students must have successfully completed ("C" grade or better) the following: All requirements for CART 490 (listed above)
Successful completion of CART 490 ("Credit")
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II. THE CAPSTONE PROCESS: AN OVERVIEW

Upon completion of Cinematic Arts Core Requirements, sign up for CART 490: Capstone Research & Development. Approval of project and portfolio is required to pass this class
In this class students will:

- Submit a proposal
- Synopsis of project content (250-500 words)
- Jury reviews capstone proposals and make recommendations. Standards and criteria set out in the Major Learning Outcomes will inform the jury process. Projects will be favored if they are innovative in form or content and integrate a variety of Cinematic mediums.

- Capstone jury makes final decision of collaborative capstone proposals.
- Collaborative capstone producers/directors deliver signed contracts with collaborators specifying roles and obligations.
- Capstone students whose collaborative proposals were not accepted re-submit individual proposals.
- Capstone faculty approve independent capstone proposals.
- Operations Manager - Media Producer and 490 faculty allocate resources to each capstone.
- Students research, develop, plan, pre-produce Capstone projects under the guidance and mentorship of the 490 instructor.
- Students submit Capstone Portfolio materials and progress reports to instructor for approval.
- Students submit completed portfolios to Capstone instructor
- Portfolios approved by Capstone instructor and project numbers assigned by Operations Manager- Media Producer.
Students with project numbers may reserve facilities and equipment without faculty signature.

CART 491 Capstone Completion and Portfolio Assessment.

- In this class Capstone Project will be produced, completed and distributed, working through all Major Learning Outcomes.
- There will be strict deadlines for completion of various stages of production and post-production (dates will be indicated in the syllabus for the class). If students are unable to meet deadlines, use of Cinematic Arts facilities is not guaranteed and students will not pass the class. There are no incompletes given in CART 491. Students unable to complete their project within the deadlines may fail & will have to repeat the class.
- Instructor approval of the final project is required to pass this class.
- Capstone Festival. Completed, approved capstones, which have met necessary deadlines and requirements, will be presented at Cinematic Arts Capstone Festival. Student unable to meet deadlines may not screen at the Capstone Festival.

III. CAPSTONE PROJECT OPTIONS AND PREREQUISITES

- This section lists project options and course pre-requisites for specific capstone project and roles. Student capstones can consist of Individual or collaborative capstone projects.
To qualify as a capstone, projects must be undertaken and completed during a students' enrollment in 490/491.
- In addition to the pre-requisites listed below, Capstone faculty may request to see evidence of competency and appropriate preparation for the proposed Capstone. Final approval of capstone projects will be made by the capstone jury (in the case of collaborative capstones) or the Capstone Faculty (in the case of individual projects).
- A film/video capstone may be an individual capstone project, a specific role on a collaborative project. Individual capstones (one student acts as producer/director/editor) are limited up to 5 minutes. Projects over 5 minutes long must be collaborative capstones, i.e. they must serve as capstones for more than one student. Collaborative capstones are allowed a maximum of 10 minutes for a 2-person collaboration, and 15 minutes for a 3-person collaboration. All production capstones will have a limited amount of equipment and facilities allocated to them, to be announced after capstone selection.

Capstone role Pre-requisites

Director or Cinematographer Video Narrative	CART 237	CART 341 OR CART 339 OR CART 374	CART 375 recommended
Director or Cinematographer Documentary		CART 376 OR CART 339	
Director or Cinematographer		CART 339 OR CART 421	
Producer Film/Video		CART 203, CART 204, CART 205, CART 206 (choose 2)	
Editor Film/Video		CART 361	CART 461
Sound Designer, Film/ Video		CART 310	
Screenwriter		CART340	
Animation		280 or CART318	
Experimental Film	CART237	CART321, CART315	

IV. CAPSTONE E-PORTFOLIO

The Portfolio elements are the written evidence of outcomes for your capstone. All students must submit an electronic portfolio to Cinematic Arts at the end of 491. Deadlines for portfolio elements will be specified in your 490-491 syllabi.

All students must submit the following Portfolio elements. Additional elements for specific capstone projects are described in the APPENDIX

- Title Page
- Table of Contents
- Synopsis/Description: *50-100 words describing the capstone project you are participating in and what your specific role in the project will be.*
- Justification: (1-3 pages) Explain why you want to do this Project, who will benefit from it, what is the target audience, what is the significance of this work, how it will serve as a culminating experience of your work at Cinematic Arts, what qualifies you to accomplish the role.
- Evidence of Prerequisites: A list of pre-requisites for your capstone.
- Research: Describe the research you have done for this project.
- Capstone Schedule: A list of dates, times, locations for all pre-production, production, and post-production tasks that you are responsible for. Include a general description of Cinematic Arts facilities you will need at each stage. This will be used by facilities staff to allocate equipment and assign project numbers.
- Professional Resume: (1 to 2 pages) include education, job history, professional experience, related projects and your role in them, related skills and awards.
- Distribution Plan

V. CAPSTONE ADVISING

- The primary advisor for the Capstone Project is the 490/491 instructor(s). The instructor for 490/491 will set deadlines and track progress of the Project.

- Additional advising from other Cinematic Arts faculty members is recommended to all students, and required if your Capstone Project is not in the area of expertise of the instructor. The 490/491 instructors will facilitate secondary advising.

VI. GRADING POLICIES FOR 490/4911

- CART 490 is a CR/NC course. CART 491 is graded based on the demonstration of the Major Learning Outcomes & ability to meet deadlines.

VII. USE OF CINEMATIC ARTS FACILITIES

- Once the requirements for a project number have been fulfilled, the Operations Manager-Media Producer will issue students a project number. Students with project numbers may reserve equipment for their capstone productions without further instructor approval.
- There will be limitations to the number of days that equipment and editing suites can be reserved. Solo projects will receive 1 weekend of shooting time (equipment check out Friday - check in Monday). Collaborations will receive 2 weekends of shooting time.
- Students must fill out equipment reservation forms and submit them to the front desk. Equipment reservations are accepted on a first-come, first-serve basis. The Operations Manager-Media Producer may, at his/her discretion, require instructor consent even if student has a project number.

VIII. REQUIRED ACKNOWLEDGEMENTS

- All Cinematic Arts Capstone Projects must include in the credits the following acknowledgement precisely as it appears below:
*Produced at Cinematic Arts & Technology
California State University Monterey Bay
(the year produced)*
- You will be expected to sign a release form allowing Cinematic Arts and Technology to present your Capstone Project publicly for the purposes of public awareness, education, and institutional development.
- CART Capstone Projects may be streamed on the internet, screened, aired on radio and/or presented publicly as a public awareness and fundraising tool for the Cinematic Arts Department.