

JOHNNY CARSON SCHOOL OF THEATRE AND FILM

ADDITIONAL HANDBOOK MATERIAL FOR: FILM AND NEW MEDIA STUDENTS

Prepared by Sharon Teo & Rick Endacott

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2. Learning Outcomes

When students graduate with an Emphasis in Film and New Media (FNM), they will be able to:

- 2.1. Demonstrate an understanding of each of the three phases of motion picture production: preproduction, production, postproduction and will have utilized this understanding by applying established organizational techniques to their own productions.
- 2.2. Develop an understanding of the motion picture industry and the range of career options available within the industry.
- 2.3. Gain an understanding of story as it relates to narrative moviemaking and apply that understanding to screenplays that they write.
- 2.4. Develop and produce movies from concept through completion utilizing original scripts and both digital and traditional motion picture technology.
- 2.5. Develop an aesthetic sense in both screenwriting and as directly applied to *mise-en-scene* within individual movie projects.
- 2.6. Develop and demonstrate a technical proficiency in motion picture lighting, sound, editing, camera and production organization.
- 2.7. Solve both technical and aesthetic problems that arise during the three phases of the production process.
- 2.8. Demonstrate an understanding of digital media, web site design and the production process for a range of digital applications.
- 2.9. Demonstrate through study and practice an understanding of acting and directing for both stage and screen.
- 2.10. Demonstrate their understanding that the movie making process is a collaborative art form by filling a variety of crew positions on student projects during their tenure in the FNM program.

3. Advising:

3.1 Students responsibilities in academic advising (University-wide policy)

“The University of Nebraska–Lincoln is committed to providing effective academic advising to students as an essential component of their educational experience.

Department and college advisers are assigned to students in their programs for assistance in assessing educational goals, planning programs of study, understanding program requirements, and following policies and procedures. Professional academic advisers in the Division of General Studies provide these services to students who have not yet declared their undergraduate college or major.

Students are ultimately responsible for fulfilling all the requirements of the curriculum in which they are enrolled. Students are also responsible for initiating advising contacts and preparing for advising sessions. The mentoring relationship between academic advisers and students is confidential and is strengthened by advisers’ listening with understanding to student concerns.

Students are expected to take responsibility for a successful university experience and effective advising session by:

1. Participating in New Student Enrollment and priority registration programs;

2. Scheduling appointments with advisers well in advance of priority registration and at other times as needed;
3. Identifying class choices from requirements of the selected program or major;
4. Identifying questions to address in advising sessions;
5. Informing advisers of any special needs, deficiencies or barriers that might affect academic success;
6. Following academic policies and procedures and meeting academic calendar deadlines (e.g. registration, fee payment, senior check/degree audit, filing for degree, etc.);
7. Knowing and completing degree or program requirements;
8. Monitoring their progress toward meeting degree requirements by maintaining a copy of their academic records and seeking assistance to resolve any errors or questions; and
9. Acting on recommendations to seek assistance from the various student support services provided by the University.”

3.2 When & where to sign up for advising

Advising typically takes place during the 12th week of the fall semester and the 12th week of the spring semester. Students may be notified by email or in-class announcements but it is the student's responsibility to know when they can begin class registration and make an advising appointment with their advisor in advance. FNM faculty will post sign-up sheets with available times outside the FNM offices at least one week in advance of the first available meeting time. Students must sign-up for their meetings at least 24 hours in advance. DROP-IN MEETINGS ARE NOT AN OPTION.

3.3 Materials a student needs to bring with them to an advising session

The student is expected to arrive at the meeting with a schedule of courses and alternates already selected. It is the responsibility of the advisee to determine whether there are conflicts or prerequisites for the classes the student has selected. The student should also bring a copy of their Undergraduate Bulletin and a Schedule of Classes for the relevant semester.

4. FNM academic requirements:

4.1 Minimum cumulative GPA required

All FNM students are required to maintain a 3.0 or better cumulative GPA during their academic career in the FNM emphasis. Students can quickly and easily monitor their GPA using WAM! on the UNL web site.

4.2 FNM academic probation policy

If an FNM student's cumulative GPA drops below 3.0, he/she will be notified in writing that he/she is on academic probation within the FNM emphasis. The student then has two semesters to improve his/her grades and re-establish a 3.0 GPA. If, after two probationary semesters, the student has not re-established a cumulative 3.0 GPA, he/she will be notified in writing that he/she has been dropped from the FNM program.

Once dropped from the FNM program, the student may re-apply following all the normal FNM application procedures.

4.3 What to do if I receive a FNM academic probation letter?

If you receive an FNM academic probation letter, it is essential that you contact your adviser as soon as possible to discuss what steps, if any, can be taken to assist you in improving your cumulative GPA. FNM faculty and advisers are here to help you get back on track but remember, it is ultimately up to you to take the steps necessary to get back on track.

5. Recommended sequence of courses for a FNM student

We recommend this sequence of courses in order to avoid any delays in graduation.

First Year			
<i>First Semester</i>		<i>Second Semester</i>	
THEA 112 Intro to Theatre	3	THEA 201 Tech Theatre Practice	3
THEA 114 Basic Acting I	3		
THEA 120 Principles of Design	3		
	TOTAL JCSTF CREDITS	9	TOTAL JCSTF CREDITS
			3
Second Year			
<i>First Semester</i>		<i>Second Semester</i>	
THEA 423 Rendering	3	THEA 234 Scripts in Performance	3
THEA 481 Screenwriting : Short Script	3	THEA 489 Film Production II	3
THEA 482 Film Production I	3	THEA 202 Play Direction I	3
THEA 410 or 412 or 418 (3 or 6 cr)	3+	THEA 450 or 419 or 413 or 411	3
	TOTAL JCSTF CREDITS	12+	TOTAL JCSTF CREDITS
			12
Third Year			
<i>First Semester</i>		<i>Second Semester</i>	
THEA 488 New Media Prod I	3	THEA 454 Sound/Film (elective)	3
THEA 410 or 412 or 418 (as needed)	3	THEA 485 Post Production (elective)	3
THEA 415 Production Design TV/Film (elective)	3	THEA 486 Prod & Dir. (elective)	3
THEA 426 Lighting for Film (elective)	3	THEA 484 Adv Projects (elective)	3
THEA 487 Digital Animation (elective)	3		
	TOTAL JCSTF CREDITS	12+	TOTAL JCSTF CREDITS
			12
Fourth Year			
<i>First Semester</i>		<i>Second Semester</i>	
THEA 479 Capstone Film/New Media	3	THEA 479 Capstone Film/New Media	3
THEA 480 Tech Innovations in Film	3		
	TOTAL JCSTF CREDITS	6	TOTAL JCSTF CREDITS
			3

*NOTE: THEA 494 Internship is an option after the second year. 3 credits (max. 6)

6. Portfolio review

6.1 What is the portfolio review? (mandatory)

To help FNM students develop their talents, both creatively and academically, the FNM faculty holds a mandatory meeting with each individual FNM student at roughly the halfway point in the FNM curriculum. The faculty and student will review their academic performance, their creative work and discuss areas of strengths and weaknesses with an eye toward positive feedback and guidance. In rare cases, a student may be restricted from continuing to take FNM classes until issues raised during the review have been addressed. Therefore, IT IS ESSENTIAL THAT ALL ELIGIBLE FNM STUDENTS PARTICIPATE IN PORTFOLIO REVIEW OR RISK DISMISSAL FROM THE PROGRAM.

6.2 When are portfolio reviews conducted?

All students who have completed THEA Film Production II must complete a portfolio review during the next review period. Typically, this is the following fall semester. Students will be notified by email and posted signs. The student can then sign up for a meeting time outside the FNM offices.

6.3 What materials do I need to bring for the portfolio review?

The student should bring copies of their academic resume, samples of their creative work and an open mind. The resume could include: creative projects the student has worked on and in what position, employment history, awards and scholarships received.

6.4 When are portfolio results posted?

A list of all the students who have “passed” the review and will continue in the FNM emphasis will be posted within a week of completing the final review.

7. List of FNM courses & the semester they're typically offered

While all FNM students have a number of required courses that they take during their first years in the FNM program, true film and new media courses typically become available at the beginning of the second year. Following is a partial list of courses, semester offered and the recommended order they are taken in.

THEA 481. Screenwriting: The Short Script [ES] (3 cr)	Fall
THEA 482. Film Production I (3 cr)	Fall
THEA 489. Film Production II (3 cr)	Spring
THEA 426. Lighting for Film (3 cr)	Fall
THEA 488. New Media Production I: Web Site Design (3 cr)	Fall
THEA 454. Sound for Film (3 cr)	Spring
THEA 485. Post Production for Film & New Media (3 cr)	Spring
THEA 486. Film: Producing & Directing (3 cr)	Spring
THEA 487. Digital Design & Animation I (3 cr)	Fall

THEA 480. Technological Innovations in Film Production [ES] [IS] (3 cr)	Fall
THEA 484. Advanced Project in Film (3 cr)	Fall (Spring with permission only)
THEA 479. Capstone Project in Film/New Media (3 cr, max 6)	Spring (Fall with permission only)
THEA 494. Internship in Theatre or Film (3 cr, max 6)	Fall, Spring, Summer

8. Equipment check out

8.1 Equipment check out rules (only for FNM class projects & approved projects)

- 8.1.1 It is essential for all FNM students to know that access to the equipment and facilities of the Johnny Carson School of Theatre and Film is a privilege and not a right. ALL FNM STUDENTS MUST KNOW AND FOLLOW THESE RULES TO ENSURE THEIR CONTINUED ACCESS TO EQUIPMENT AND FACILITIES.
- 8.1.2 FNM Equipment inventory is unavailable for work that is not course-related. This includes Cinema16 projects, commercial-work, and independent projects not connected to a THEA course number. However, video production & postproduction equipment for non-THEA related productions is available to university students at the Love Library & the multimedia center at Henzlik Hall
- 8.1.3 The School has a lot of equipment but not every piece is available to every student. Rather, equipment that is approved for a student to check out is based on the courses they are enrolled in. For more information, see section 8.5.
- 8.1.4 All equipment checkout must be pre-approved by the FNM faculty teaching the course for which the equipment will be used. FOR ANY PROJECT BEYOND SMALL CLASS EXERCISES, APPROVAL WILL ONLY BE GRANTED AFTER A COMPLETE PREPRODUCTION PACKET IS SUBMITTED & APPROVED BY THE INSTRUCTOR OF RECORD FOR THE COURSE.
- 8.1.5 A student wishing to check out equipment should reserve it at least 24 hours in advance of actual checkout. This is so that Stockroom staff can ensure that equipment will be available for the maximum number of students. While it may be possible to obtain certain pieces of equipment “at the last minute”, there is no guarantee that the required equipment will always be available. The faculty and staff of the stockroom reserve the right to limit or change a student’s requested equipment list if doing so is necessary to accommodate additional students.
- 8.1.6 The student is responsible for the following each and every time they check out equipment:
- Provide accurate contact information and confirmation that the student has permission to reserve and check out equipment.
 - To ensure that each and every item they take is listed on a check-out sheet.

- To ensure that each and every item they take is complete and in working order before the item leaves the stockroom. Any damaged equipment must be reported prior to leaving the stockroom, otherwise the student may be held responsible for the damage when the equipment is returned.
- To report any damaged items, missing or stolen items when the equipment is returned.
- To ensure that each and every time that equipment is taken, it is noted as returned on the check-out sheet.

NOTE: The student workers in the Stockroom are required to operate according to these rules and are required to report violations to the FNM faculty.

8.1.7 Equipment may be checked out for a maximum of 48 hours. Equipment checked out during any weekday (Monday through Thursday) must be returned by Friday. However, equipment that is checked out on Friday must be checked in on Monday.

8.2 Equipment checkout procedure.

- 8.2.1 Fill out an equipment check out / check in request form
- 8.2.2 Attach all required preproduction material
- 8.2.3 Obtain Faculty signature approving equipment reservation
- 8.2.4 Submit the approved reservation to the Stockroom AT LEAST 24 hours in advance.
- 8.2.5 When checking out equipment, please refer to 8.1.5

8.3 Summer equipment checkout

Because the Film and New Media emphasis does not offer courses during the summer and because there is no staff employed by the equipment stockroom during the summer, equipment is generally not available for use during the summer or during summer sessions. If a student has a project directly related to a course offered as part of the FNM emphasis, they may make a request for use of equipment during the summer by submitting a written request **no later than three weeks prior to the end of the spring semester**. FNM faculty will review the request and, if approved, will schedule a checkout and check-in process.

8.4 Location of equipment room ("cage") & hours (posted at the notice board every semester)

The FNM equipment owned by the JCSTF is stored in RVB 200, in what is commonly known as "The Stockroom". Additional equipment is kept in an annex space below the scene shop in the Temple Building "The Cage". The Stockroom is open during the hours posted outside room 200. Stockroom personnel may not check out equipment at other times unless they have formal permission (in writing) in advance from a FNM faculty member.

8.5 List of approved equipment check out by courses:

This is a general list of approved equipment by course. For a more detailed list, consult the supervising faculty member.

8.5.1 Film Production 1

Lowel light kit, Specific SD Video cameras and tripods, Bolex film camera and light meters.

8.5.2 Film Production 2

Film and Video cameras, select lighting and grip gear, select sound gear after Stockroom staff have been notified.

8.5.3 Producing & Directing

Specific video cameras, Lowel light kits, microphone kits.

8.5.4 Lighting

All grip, electric and lighting equipment after Stockroom staff have been notified.

8.5.5 Sound for Film

Specific video cameras, Lowel light kits, microphone kits, wireless mics, Nagra, digital recorders, field mixers.

8.5.6 Independent study (non THEA 479 & 484)

Equipment list must be submitted in advance and approved by supervising faculty.

8.5.7 Other FNM courses (like digital & animation)

Equipment list must be submitted in advance and approved by supervising faculty.

8.5.8 Advanced Project and Capstone films (THEA 484 and THEA 479)

Equipment list must be submitted in advance and approved by supervising faculty.

8.6 Equipment check out /check in request form

Regardless of what the need is, a properly completed equipment reservation form must be completely filled out and approved before any equipment will be released from the stockroom. When equipment is returned, it is the student's responsibility to ensure that all the equipment is checked back in, and that the receipt of their return has been acknowledged by both the stockroom attendant and student on the Equipment Check out /Check in Request Form.

8.7 Loss and Damage Policy

We understand that equipment will experience normal wear and tear. However, if equipment is damaged, lost or stolen through negligence on the part of the

student, the student may be responsible for the repair or replacement of the equipment.

8.8 Safety

Safety on any film set is paramount. It is the student's responsibility to ensure that all safety precautions are taken on their production. FNM faculty, JCSTF and UNL are not liable for any damage and injuries on student productions.

9. Preproduction Packet Requirements

Preproduction requirements will vary by course. Please refer to your individual course syllabus for detailed information.

10. Authorized Crew, Equipment and Facility

10.1 Authorized crew for class projects

For any project that is being completed for a class, the crew should be drawn only from other students within that class. This means that students working on a Production I project may not use on upper classmen on their crew. The same holds true for Production II. For Advanced Project and Capstone Films, the student may use other FNM students but the crew list must be approved in advance. In no case should a student allow another student to work with equipment with which they have no training.

10.2 Authorized crew for capstone films

For Advanced Project and Capstone Films, the student may use other FNM students but the crew list must be approved by the instructor of record in advance. The instructor of record must also approve any last-minute crew changes. In no case should a student allow another student to work with equipment with which they have no training

10.3 Approved methods of transporting equipment

The camera, lighting and sound equipment used for FNM projects is professional quality and expensive. Therefore, it is essential that when a student is checking out more than a few small items, they have made arrangements to safely transport the equipment. It is the responsibility of the student to obtain permission in advance from FNM faculty if they wish to check out and transport any significant amount of equipment. Stockroom staff is authorized to deny checkout if proof of safe transport is not provided.

10.4 Approved storage of checked out equipment

Once the equipment has been officially checked out, it is the responsibility of the student to ensure that it is stored safely. Under no circumstances is equipment to be stored in the editing rooms, computer lab, classroom or any other public space on campus. An example of a safe place may be inside a locked apartment or home. Improper places to store equipment may include the trunk or back seat of your vehicle, an unsecured locker, or any place accessible to the general public or student population.

10.5 Out-of-Region policy

Any equipment to be transported beyond a 100-mile radius of downtown Lincoln will require additional written permission.

11 THEA 479 Capstone Project in Film or New Media and THEA 484 Advanced Projects in Film and New Media

11.1 THEA 479 is typically to be taken in the spring semester of a student's senior year. If a student is eligible to graduate at the end of the fall semester, they may request permission to enroll in THEA 479 in the fall semester. If a student receives permission to work in a production team and produce a 10-12 minute film, they may receive permission to enroll in THEA 479. The deadlines for submission of materials for permission are: Oct 1st For Spring Semester and March 15th for Fall Semester.

11.2 Purpose of a capstone projects (THEA 479).

While THEA 479 is a requirement for all FNM students, it is intended as an opportunity for students to demonstrate what they have learned, explore an area of creative interest in greater detail and, provide a "calling card" of their skill and creativity as they leave the academic world and move into the professional. The FNM faculty is willing to consider a wide range of proposals for capstone projects but, generally they fall into three broad categories: capstone screenplay, capstone film or video projects, and capstone project in animation.

11.3 Capstone Screenplay:

11.3.1 Because writing a screenplay requires that a great deal of time be spent individually consulting with the instructor, it is essential that the student demonstrate that they have a solid screenplay concept. The student wishing to write a screenplay is required to provide a single page treatment to the instructor requesting permission to enroll in the course. This will allow the FNM faculty to discuss the potential of the concept and determine whether the student has demonstrated sufficient preliminary effort to warrant acceptance of a screenplay as a capstone project. The deadlines for submission of materials for permission are: Oct 1st For Spring Semester and March 15th for Fall Semester.

11.3.2 While a student may work for more than one semester on a screenplay, they will only be formally enrolled in the thesis course for a maximum of 3 credit hours. If the screenplay is not completed in one semester, an Incomplete (I) grade will be reported until the screenplay is completed.

11.3.3 It will be up to the individual instructor to determine how far the student can reasonably be expected to take their script in one semester but, typically, at least half of the semester will be devoted to writing a detailed step outline and revising that outline. Only in rare circumstances would a student reasonably be expected to complete an entire first draft of a screenplay in a single semester.

11.4 Capstone Film/Video or Animation Production:

11.4.1 Production Length

For live-action films: In the semester prior to the semester when the student wishes to enroll in THEA 479, the student(s) must present a copy of the screenplay they intend to produce and a 1-2 statement detailing any logistical, casting and budgetary issues posed by the project. This will allow the FNM faculty to discuss the proposal and approve or recommend changes to the proposal prior to enrollment.

If an individual wishes to serve as both Producer and Director, the completed film is limited to a maximum running time of 6 minutes and would normally enroll in the spring semester.

If a student wishes to produce a film longer than 6 minutes but not longer than 12 minutes, they must work in a Producer-Director team. In any event, it is ultimately up to the discretion of the FNM faculty to determine how many credit hours an individual or team is allowed to receive for the project. The two-person team will be allowed to complete the film over two semesters, but they will receive an incomplete for the first semester until the entire project is completed.

For animation projects, length requirements and credit hours will be determined on a case-by-case basis.

11.4.2 Like the screenplay, the student will need to “pitch” their idea and provide a completed script before FNM faculty will approve the project. Students are strongly encouraged to consider working in producer/director teams. In fact, if the FNM faculty feels that a proposed project is complex enough, they reserve the right to assign a producer to work with the director on the project.

11.4.3 As with the screenplay capstone, each project will have goals and deadlines stipulated in the Capstone Approval Form. At each important point in the production, the student(s) must demonstrate that they are organized and prepared for the next step. The FNM supervisor will then sign off on the approval form. The entire process will be outlined in greater detail in the syllabus of the course.

11.4.4 Students are welcome to propose other capstone suggestions (such as serving as Director of Photography or Editor on multiple films in a semester) but they are still required to present a written proposal for faculty approval. The deadlines for submission of proposals for permission are: Oct 1st For Spring Semester and March 15th for Fall Semester.

11.5 Advanced Projects (THEA 484)

11.5.1 THEA 484 is normally only offered in the fall semester and enrollment size may be limited.

- 11.5.2 Students are required to work in three person teams (Producer, Director, DP, Editor, etc.). The primary role that each team member will play in the production must be stipulated in a written proposal.
- 11.5.3 For live-action films: Students are required to provide a copy of their screenplay and single page proposal to the FNM faculty requesting permission to enroll in the course. This means that students will need to do advance planning in the semester prior to the course and prior to the advising/enrollment period. The deadlines for submission of materials for permission are: Oct 1st For Spring Semester and March 15th for Fall Semester.
- 11.5.4 For animation and special effects projects: The student may work in teams or individually depending on the scope of the project. Students are not required to provide a script but are required to submit a written proposal to the instructor requesting permission to enroll in the course. The deadlines for submission of materials for permission are: Oct 1st For Spring Semester and March 15th for Fall Semester.

12. Editing and Sound Room Policy

- 12.1 The primary facility for all postproduction is the computer lab in RVB 211. All students are required to utilize their own headsets when working in RVB 211.
- 12.2 The use of the Editing and Sound Facilities in the RVB219 Hallway is reserved for advanced projects that have been approved by FNM faculty.
- 12.3 Students are responsible for keeping all the editing rooms and sound room clean at all times. No food and drinks are allowed in any of the rooms. The rooms cannot be used as personal storage spaces.
- 12.4 It is the student's responsibility to report any infraction of 12.3. Otherwise, the last person who was electronically recorded entering the space using their N-card will be held responsible for the infraction.

13. Mary Riepma Ross Media Arts Center (Ross Film Theater) Policy

- 13.1 Currently enrolled Johnny Carson School of Theatre and Film (JCSTF) students may not request special screenings of their films, whether produced for a JCSTF class or independently, from Mary Riepma Ross Media Arts Center.
- 13.2 This policy does not preclude a student who has graduated from requesting such a screening as an independent filmmaker.

14. Use of the facilities, Lockers, Server and Backing up of all media and project files

- 14.1 Only registered students working on approved projects are allowed to use the facilities in Temple and RVB. Upon graduation, student access to the facilities and server is automatically terminated.
- 14.2 All the classroom, editing and sound room facilities are reserved for registered students in FNM courses only. Card access and after-hours access into those

spaces is a privilege, not a right. It is imperative that none of the doors are propped open. The last person who was electronically recorded entering the space using their N-Card will be held responsible for any loss, damage or infraction of the rules.

14.3 The RVB Classroom (RVB 213) is for classroom use as well as for approved projects. It is not for walk-in use. Any requests to use the space must be submitted in writing at least 1 week in advance.

14.4 The desktop computer in RVB 213 is strictly for instructor's teaching purposes only. Students are not allowed to use the computer for personal use including chatting, checking e-mail, Facebook, etc. The computer may be used for audio mixing if permission is requested and obtained in advance.

14.5 The computers provided in RVB 213 are for classroom use only. Students are not allowed to use the computers for personal use including chatting, checking e-mail, Facebook, etc.

14.6 Students will be given access to the CFPA server once they begin production classes. Please note that it is the student's responsibility to back up all the material they save to the CFPA server. JCSTF and the FNM faculty are not responsible for any loss of media or data due to any malfunction or failure of the CFPA server. The FNM faculty strongly recommends that each student invest in a Firewire Drive (500 GB minimum) in order to regularly back up all their project and media files.

14.7 All university computer use and rules apply to all the computers and servers in RVB.

14.8 Lockers in RVB

14.8.1 Once a student begins production courses in FNM, they will be allowed to reserve **one locker per student** in the 2nd floor Hallway in RVB on a first-come-first-served basis. Any requests for additional lockers must be submitted in writing to FNM faculty and approved on a case-by-case basis. Students can sign up for any available locker space in the Stockroom.

14.8.2 Students must provide their own padlocks to secure the locker, ensure that the locker is kept in a sanitary condition, and ensure that the locker is cleared out by their graduation.

14.8.3 Any items or personal belongings in the lockers are the student's responsibility. JCSTF is not responsible for any loss or damage to items left in the lockers.

14.8.4 Students may only use the locker they have reserved. At any time during the semester, JCSTF faculty and staff reserve the right to remove any items left in lockers that have not been reserved, and/or have not been secured with a padlock.

15. Consequences of rules infractions

One infraction of any of the rules listed in this handbook will result in a warning. **Two infractions of any of the rules will result in an immediate suspension of all after-hours card access into RVB and RVB facilities for the semester, at minimum.** Any other

consequence of rules infractions will be left to the discretion of FNM faculty depending on the severity and frequency of the infractions.

16. Property Damage / Insurance

Students are responsible for any loss, damage or theft of equipment (beyond reasonable wear and tear). If an item is lost or damaged, it should be mentioned to the stockroom staff on return and a damage information sheet completed. The FNM faculty will then determine what repair liability, if any, is the responsibility of the student. If a student rents equipment from outside vendors, it is imperative that the vendor understands that UNL does not provide insurance for the rental.

17. Student Film Festival

The Student Film Festival is held as a service to students so that they may be recognized for their work. While every effort is made to include as many films as possible, there is no guarantee that every film will be screened.

17.1 Traditionally, the film/project submission deadline is about one week before the festival so that the films can be judged. Judges are typically drawn from the university community and regional professionals from the film and television industry.

17.2 Process

After the film/project is submitted, the film/project is sent for judging. Based on the results of the judging, films are programmed to fit a two-hour festival screening.

17.3 Awards categories in the past have included:

- Best Non-Sync Film
- Best Sync Film
- Best Cinematography
- Best Editing
- Best Directing of a Film
- Best Sound
- Best Screenplay
- Best Original Film Score
- Best Production Design for Film
- Best Performance in a film
- Best website Design
- Best Animation

17.4 Financial Support for Film Festival Submission

In order to encourage students to submit their work to film festivals around the country, the Johnny Carson School of Theatre and Film will provide two new sets of awards that support students in these endeavors. The Carson Prizes are associated with the Student Film Festival (“Nebbys”) and will be given at the end of the year. The Festival Travel Awards are open to all students year round.

17.4.1 THE CARSON PRIZES FOR BEST FILM – In order to vet student films as being suitable for financial support in submission to film festivals, the Nebby Awards will also be used to determine prize money. This pool of money is ONLY to be used for submission of the film to festivals, and students must meet the following guidelines to qualify:

- 17.4.1.1 The student must submit the film to festivals OUTSIDE of Nebraska.
- 17.4.1.2 The prize money must be used prior to April 30th of the next year.
- 17.4.1.3 The prize money is for REIMBURSEMENTS ONLY. The student will pay the festival submission fee and then apply for reimbursement – the prize money will never be paid directly to the festival.
- 17.4.1.4 Students must apply for reimbursement within thirty days of the festival submission and provide paperwork proving the submission was made and detailing the costs of submission.
- 17.4.1.5 Submission costs will be reimbursed up to the *total amount* of the award. Partial reimbursements are possible if submission costs exceed the total amount of the award.
- 17.4.2 While there will continue to be a wide variety of Nebbys given in a number of different categories, the monetary prizes will be provided only for Best Picture winners (and specific runner-ups as detailed below) in the following categories:
 - 17.4.2.1 The Carson Prize for Best Non-sync Film — Award of \$100.00
 - 17.4.2.2 The Carson Prize Best Animated Film/Best Visual Effects — Award of \$100.00 (*This category may be split in future years*)
 - 17.4.2.3 The Carson Prize for Runner-Up, Best Sync Film — Award of \$150.00
 - 17.4.2.4 The Carson Prize for Runner-Up, Best Sync Film — Award of \$150.00
 - 17.4.2.5 The Carson Prize for Best Sync Film — Award of \$250.00
- 17.4.3 The Carson Prize awards combine to a total of \$750.00. A minimum of three films must be competing in each category for an award to be given.
 - 17.4.3.1 For the Best Sync Film Awards, a Runner-up Prize will only be given if there are at least 5 entries competing, and a second Runner-up Prize will be given only if there are at least 7 films competing in the category.
- 17.4.4 THE CARSON JURY PRIZE – In extraordinary cases, a film may be recommended for special merit and support and not have been eligible for a Nebby Award.
 - 17.4.4.1 A film may be judged to be deserving of support for its excellence and yet not have been eligible to compete for a Nebby because there were not enough other entries in its category.
 - 17.4.4.2 A film must be nominated for a Carson Jury Prize by a member of the Nebby judging panel. All members of the judging panel must agree that the film deserves a Carson Jury Prize.
 - 17.4.4.3 The Carson Jury Prize will only be given if merited. If no film or student merits a Carson Prize in a given year, no Carson prize will be given.
 - 17.4.4.4 The Carson Jury Prize — Award of \$100.00

- 17.4.5 FESTIVAL TRAVEL AWARD – The Festival Travel Award is designed as an opportunity for ALL students to receive support, regardless of whether their film received a Nebby Award. This award is designed to assist students to travel to film festivals in support of their submitted work. The following restrictions and qualifications apply:
- 17.4.5.1 Up to \$500.00 can be awarded annually to any student whose film festival submission results in a FORMAL WRITTEN INVITATION TO ATTEND THE FESTIVAL. **Only students who receive an invitation to attend a festival may receive this award, and these funds may only be used to support attendance at the festival in question.**
 - 17.4.5.2 If a student receives such an invitation and wishes to apply for a Festival Travel Award, they must do so within 1 week of receiving the invitation. In addition, they must re-submit their film and a projected travel budget to the FNM faculty. Students must also complete a Festival Travel Award Application.
 - 17.4.5.3 The film must have been completed as part of a course at UNL.
 - 17.4.5.4 Students who graduate are still eligible for Festival Travel Awards up to 18 months after graduation.
 - 17.4.5.5 Decisions regarding monetary support will be based on the quality of the student's film, the quality and location of the festival, and the potential impact that the student's attendance at the festival could have on their future development as well as the reputation of the Carson School.
 - 17.4.5.6 The award will be an amount that partially or completely equals, but never exceeds, the student's projected budget. Students cannot receive reimbursement greater than the award as given.
 - 17.4.5.7 To receive reimbursement, itemized receipts for travel costs must be submitted to the FNM faculty within 30 days of attending the festival. Costs that can be reimbursed include airfare, local ground transportation, surface travel (train, bus, UNL vehicle), personal vehicle fuel costs, lodging and meals. No payments for alcohol will be reimbursed.
 - 17.4.5.8 Students who have graduated may still apply for a Festival Travel Award.
 - 17.4.5.9 If no students meet these criteria in a given year, no Festival Travel Award will be given.

17.5 Capstone film screening

Cinema16, the Registered Student Organization (RSO) usually hosts a screening of all the capstone films on a separate day during the week of the student film festival. Students' choice nominations for "Students' Choice: Best Film Set" and "Students' Choice: Best Film" awards are submitted after the Cinema16-sponsored capstone film screening.

18. Required Copyrights, Releases and Credits.

18.1 While the student retains the copyright to projects produced in the FNM Program, the student **is required** to list the following acknowledgement in the credits of every project:

“ Produced at the Johnny Carson School of Theatre and Film
University of Nebraska-Lincoln ”

18.2 The student is responsible for obtaining all clearances and releases for any copyrighted material used in their projects. This includes story, script, music, media, likeness reproduction, location, etc. The university is not responsible for any errors or omissions with regards to copyrights and releases.

18.3 Additionally, the student grants UNL the rights to retain archived copies of their work in any existing and future forms of media, and to use these projects for teaching and non-commercial promotional purposes.