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STUDENT BULLETIN

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ABOUT TFA

ABOUT TRIBECA FLASHPOINT MEDIA ARTS ACADEMY

MISSION

Tribeca Flashpoint Media Arts Academy is committed to the advancement of higher learning in the fields of media arts and sciences. Our collaborative, hands-on, intensive approach prepares students to become industry professionals through the mastery of contemporary tools, techniques and business practices. Through exposure to the latest technical developments and trends, we develop critical thinkers and problem-solvers in an experiential environment.

Utilizing media professionals and client-based projects transforms the classroom and erases the boundary between institution and industry, culminating in career-ready graduates who define the standards of a 21st century media arts professional.

APPROACH

Tribeca Flashpoint Academy's curriculum is designed to erase boundaries between education and the professional world through exposure to real-world projects. Students are mentored by faculty and are immersed in a culture of high professional standards and expectations. Students work on both individual and team projects, within and across disciplines, using the latest tools and technologies.

Tribeca Flashpoint Academy's goal is to develop well-rounded, highly skilled graduates who are able to integrate technical learning, communication, and collaboration skills into a broader context. Discipline-specific coursework is supported by general education courses that focus on the core knowledge and skills for success at work and in life. In addition, the Tribeca Flashpoint Professional Standards (TFPS) provide the framework for evaluating students' professional development and ensuring their preparedness for career success.

Tribeca Flashpoint Academy provides an array of services to help students achieve their academic and career goals including academic advising, tutoring, and counseling. Tribeca Flashpoint Academy prepares students for employment through portfolio development, resume and interview coaching, and networking events that assist students in their transition from school to employment.

STATEMENT OF OWNERSHIP

Tribeca Flashpoint Media Arts Academy is a privately-held, for-profit institution.

As of 8/29/2014, the Board of Directors consists of the following individuals:

- Todd Steele, President + CEO, Tribeca Flashpoint Academy
- Chris Hoehn-Saric, Co-Founder, Sterling Partners
- Jeffrey Keith, Operating Partner, Sterling Partners
- Jason Rosenberg, Principal, Sterling Partners
- Craig Hatkoff, Founder, Tribeca Film Festival
- Ernest Pomerantz, Chairman, StoneWater Capital, LLC

LICENSING + ACCREDITATION

Flashpoint, The Academy of Media Arts and Sciences (d/b/a) Tribeca Flashpoint Media Arts Academy has received Degree-Granting Authority and certificate of approval to operate from:

Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, Illinois 62701-1404

The institution is accredited by the Accrediting Council of Independent Colleges and Schools to award Academic Associate and Bachelor degrees. The Accrediting Council of Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACICS
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

PROGRAM + POLICY CHANGES

Students are expected to be familiar with the information presented in this Student Bulletin, in any supplements and addenda to this catalog, and with all institution policies. By enrolling in Tribeca Flashpoint Media Arts Academy, students agree to accept and abide by the terms stated in this catalog and all institution policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provisions in the enrollment agreement are binding.

This catalog is current at the time of publication. It may at times be necessary for Tribeca Flashpoint Media Arts Academy to make changes to this catalog due to requirements and standards of the institution's accrediting body, state licensing agency, the U.S. Department of Education, or due to market conditions, employer needs, or other reasons. Tribeca Flashpoint Academy reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions. Tribeca Flashpoint Academy also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.

TRIBECA FLASHPOINT ACADEMY ADDRESS

Main Campus
28 North Clark Street, 5th Floor
Chicago, Illinois 60602

EXECUTIVE STAFF

TODD STEELE	*President + CEO*
PETER HAWLEY	*EVP, Academic Dean*
ERIK PARKS	*EVP, CFO*
TERRY KIWALA	*SVP, Financial Services*
JOHN MURRAY	*SVP, Dean of Faculty*
ERNESTO PARAS	*SVP, Operations*
DINA SCHENK	*Chief Enrollment Officer*
DAVID DUNWORTH	*Director of Academic Partnerships and Regulatory Affairs*
AVI LEVINE	*Executive Director, Digital Professional Institute*
KYLE O'MERA	*VP, Strategy & Development*
BEN SPANNER	*VP, Dean of Students*
BOB TROMBETTA	*VP, Admissions*

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Associate Registrar

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INFO COMMONS

ROBERT METRICK
Director of Research and Instructional Services

MLIS – Dominican University, Masters of Library & Information Science
M.F.A. - School of the Art Institute of Chicago, Art
B.A. - Boston University, Broadcasting & Film

APRIL CHEVERETTE
Academic Assistance / Assistant Librarian

MLIS - Drexel University, Masters of Library and Information Science
M.A. - National Louis University, Adult, Continuing & Literacy Education
B.A. - Northern Illinois University, Russian Studies

CORE STUDIES FACULTY

ADRIENNE LENTZ
Course Coordinator - Composition + Oral Communication

M.Ed. – National Louis University, Literacy / Adult Education
B.A. – University of Vermont, English

PHILLIP NESBIT
Course Coordinator - Mathematics

M.S. – Kansas State University, Mathematics Literacy / Adult Education
B.S. – Kansas State University, Mathematics Education

MARY SEBEK
Core Studies/Career Services

M.A. – Eastern Illinois University, Corporate Communications

ANIMATION + VISUAL EFFECTS FACULTY

BILLY CARTON
Program Coordinator

M.F.A. – Arizona State University, Creative Writing
B.A. – Northern Arizona State, English

CHRIS TEDIN
Lead Instructor

M.F.A. – Northern Illinois University, Art
B.A. – Gonzaga University, Art

DESIGN + VISUAL COMMUNICATION FACULTY

BILLY CARTON
Program Coordinator

M.F.A. – Arizona State University, Creative Writing
B.A. – Northern Arizona State, English

CHRIS TEDIN
Lead Instructor

M.F.A. – Northern Illinois University, Art
B.A. – Gonzaga University, Art

FILM + BROADCAST FACULTY

AMY RISING
Chair

M.A. – Columbia College Chicago, Arts Management
B.F.A. – University of Illinois, Champaign-Urbana, Theater

BILL BAYKAN
Faculty

M.A. – University of Chicago, Social Sciences
B.A. – UCLA, Motion Picture / TV

BRIAN CAGLE
Faculty

M.F.A. – Northwestern University, Radio / Television / Film
B.A. – University of Tennessee, Theatre + Speech, English

BRAD GYORI
Faculty

Ph.D. – Arizona State University, English
M.A. – Arizona State University, English
B.A. – Union Institute + University, English

KILLIAN HEILSBERG
Faculty

M.F.A. – University of North Carolina, Film + Video Production
B.A. – Berea College, Theater

GAME + INTERACTIVE MEDIA FACULTY

NICK EHRLICH
Chair

B.A. – DePaul University, Computing

ALAN RECK
Faculty

B.A. – DePauw University, Computer Science

RECORDING ARTS FACULTY

YURI LYSOIVANOV
Chair

B.M. – Berklee College of Music, Music Synthesis
B.A. – Loyola University Chicago, Economics

PAUL RODGERS
Faculty

B.A. – Columbia College Chicago, Radio

TIM RUSIN
Faculty

B.A. – Columbia College Chicago, Audio Arts + Acoustics

JAMES TEITELBAUM
Faculty

A.A. – Full Sail University, Recording Arts

JEFF KLIMENT
Faculty

B.A. – San Francisco State, Radio and Television

CLASS MEETING TIMES

9:00AM - 11:00AM / 11:10AM - 1:10PM / 2:00PM - 4:00PM / 4:10PM - 6:10PM

OR

9:00AM - 1:00PM / 2:00PM - 6:00PM / 5:00PM - 9:00PM

ACADEMIC CALENDAR: 2014-2015

Note: Each trimester consists of an A + B session or B + A session. Each session consists of 7.5 weeks.
Students whose start date is prior to July 9, 2014 will have classes that span 15 weeks as opposed to 7.5 weeks.

June 11-13, 2014	New Student Orientation
June 16, 2014	First Day of Summer Semester
July 04, 2014	Independence Day - No Classes
July 8, 2014	New Student Orientation
July 9, 2014	Start of Summer Trimester (B Session Begins)
August 29, 2014	End of Summer Semester (B Session Ends)
September 1, 2014	Labor Day - No Classes
September 2, 2014	New Student Orientation
September 3, 2014	Start of Fall Trimester (Fall A Session Begins)
October 24, 2014	End of Summer Trimester (Fall A Session Ends)
October 28, 2014	New Student Orientation
October 29, 2014	Start of Fall B Session
November 27-28, 2014	Thanksgiving – No Classes
December 19, 2014	End of Fall Trimester (Fall B Session Ends)
December 20, 2014	Start of Winter Break – No Classes
December 24-25, 2014	Christmas Eve and Christmas Day – Campus Closed
December 31, 2014 -January 1, 2015	New Year's Eve & New Year's Day – Campus Closed
January 6, 2015	New Student Orientation
January 7, 2015	Start of Spring Trimester (Spring A Session Begins)
January 19, 2015	Martin Luther King Jr. Day – No Classes
February 27, 2015	End of Spring A Session
March 2-10, 2015	Spring Break – No Classes
March 10, 2015	New Student Orientation
March 11, 2015	Start of Spring B Session
May 1, 2015	End of Spring Trimester (Spring B Session Ends)
May 9, 2015	TFA Graduation
May 12, 2015	New Student Orientation
May 13, 2015	Start of Summer Trimester (Summer A Session Begins)
May 25, 2015	Memorial Day – No Classes
June 26, 2015	End of Summer A Session
July 3, 2015	Independence Day Observed – No Classes (Summer A Session Ends)
July 7, 2015	New Student Orientation
July 8, 2015	Start of Summer B Session
August 28, 2015	End of Summer Trimester (Summer B Session Ends)
September 1, 2015	New Student Orientation
September 2, 2015	Start of Fall Trimester (Fall A Session Begins)
September 7, 2015	Labor Day – No Classes
October 23, 2015	End of Fall A Session
October 27, 2015	New Student Orientation
October 28, 2015	Start of Fall B Session
November 26-27, 2015	Thanksgiving – No Classes
December 18, 2015	End of Fall Trimester (Fall B Session Ends)
December 19, 2015	Start of Winter Break – No Classes

ADMISSIONS + FINANCIAL AID

ADMISSIONS

REQUIREMENTS + PROCEDURES

Tribeca Flashpoint Academy's intensive, apprenticeship-style degree programs equip students with not only technical skills, but the real-world experience and insider industry know-how they will need to launch their careers in the digital media arts. We find that our most successful students share a few key characteristics: they are passionate about digital media arts, enjoy working in a collaborative and hands-on environment, are receptive to mentorship and coaching, and are willing to work hard to make their dreams a reality.

Following are our requirements for admission into our associate and bachelor's programs:

U.S. STUDENTS

- Completed Application for Admission
- Paid application fee of $50
- Proof (official transcripts) of high school graduation or G.E.D. equivalent, with a minimum GPA of 2.0 out of 4.0 OR proof (official transcripts) of 12 or more semester hours from an accredited institution, with an average GPA above 2.0 out of 4.0.
- Proof (official transcripts) of any previous college credits that you would like us to evaluate for possible transfer credit
- Participation in a personal interview with a faculty or staff member (conducted onsite at Tribeca Flashpoint Academy*)
- Short-answer writing assignment (completed onsite at Tribeca Flashpoint Academy*)
- Minimum score of 15 on the Wonderlic Cognitive Ability Test (completed online). Students who fall below a score of 15 may re-take the test one time immediately following the first attempt. Students who meet the following criteria are not required to take the Wonderlic Test:
  » Those who have a high school GPA of at least 3.0 out of 4.0 AND scored a 23 or above on the ACT, or 1070 or above on the SAT.
  » Those who have successfully completed 12 or more college credits from an accredited institution, with an average GPA of 2.0 or higher out of 4.0.
- A completed Pinkerton Background Check. (Download release)
- After all of the above has been completed and submitted, the TFA Admissions Committee** will evaluate and make an admissions decision based on both objective (e.g. GPA and Wonderlic scores) as well as subjective (e.g. faculty interview and essay) criteria.

Appeals Process: Students who are denied admission to TFA may appeal the decision by submitting a letter to the attention of the Admissions Committee**, requesting that they be re-considered for admission and describing why they believe they can succeed academically and contribute meaningfully to the Tribeca Flashpoint Academy community. The letter should be emailed to the Admissions Department who will then forward it to the Admission Committee for review and consideration.

Non-local students will have the opportunity to be interviewed via phone or Skype and to complete their essay and Wonderlic requirements online.
**The Admissions Committee includes the Academic Dean, Dean of Students, Chief Enrollment Officer, and Manager of Career Services.*

INTERNATIONAL STUDENTS

- Completed Application for Admission
- Paid application fee of $50
- Evaluation of high school and/or college transcripts from NACES (National Association of Credential Evaluation Services) or other accredited evaluation company—demonstrating equivalency of high school graduation with a GPA of 2.0 out of 4.0
- TOEFL scores (minimum: 80 internet, 550 paper, 213 computer) OR IELTS scores (minimum: 6.5)
- Participation in a personal interview with a faculty or staff member (via Skype)
- Short-answer writing assignment (completed online)
- Minimum score of 15 on the Wonderlic Cognitive Ability Test (completed online). Students who fall below a score of 15 may re-take the test one time immediately following the first attempt.
- A copy of your passport's photo page
- Financial guarantee by official bank statement of $40,000 USD
- A completed Pinkerton Background Check (if applicable). (Download release)

- After all of the above has been completed and submitted, the TFA Admissions Committee** will evaluate and make an admissions decision based on both objective (e.g. GPA and Wonderlic scores) as well as subjective (e.g. faculty interview and essay) criteria.
- If you are accepted at TFA, you will receive an acceptance package including your visa materials and enrollment agreement. Admitted applicants are asked to confirm their attendance by submitting their enrollment forms no later than two months before orientation. If you have applied and been accepted after this deadline, you should submit this document within two weeks of being admitted. TFA does not have an admissions deadline, but please allow enough time to get a visa and arrive in Chicago at least one week prior to orientation.

Appeals Process: Students who are denied admission to TFA may appeal the decision by submitting a letter to the attention of the Admissions Committee**, requesting that they be re-considered for admission and describing why they believe they can succeed academically and contribute meaningfully to the Tribeca Flashpoint Academy community. The letter should be emailed to the Admissions Department who will then forward it to the Admission Committee for review and consideration.
 **The Admissions Committee includes the Academic Dean, Dean of Students, Chief Enrollment Officer, and Manager of Career Services.*

COMPASS® TESTING

All incoming Tribeca Flashpoint Academy students are required to take the COMPASS® computer-adaptive Academy placement test to evaluate their skill levels in reading comprehension, writing skills and math. This test must be completed prior to the Orientation process. Each of the assessments facilitates the placement of students in the appropriate level course as well as identifies those students who need additional academic assistance. The Math portion begins with Algebra and becomes progressively easier due to incorrect answers, or more difficult due to correct answers. The base score in the Algebra section is 1 through 43. Any score in that section that is 30 or higher places the student into General Math at Tribeca Flashpoint Academy. A score of 29 or below in the Algebra section places the student into Introduction to Math.

The written essay is scored on a scale of 2 - 12. An written essay score of 8 or above places the student into Composition I. A written essay score of 6 or below on the essay places the student into Introduction to Composition. A score of 7 on the written essay will be reviewed by English Composition faculty to determine placement. Please note the chart below.

Test	Score	Result
Math	1-29 or any score in Algebra	Introduction to Math
Math	30 or higher in Algebra	MTH101 - General Math
Written Essay	6 or below	ENG010 - Introduction to Composition
Written Essay	7	Faculty Review
Written Essay	8 or higher	ENG101 - Composition I

In addition to COMPASS® testing assessment, instructors can refer students to Academic Services once courses have begun. All Tribeca Flashpoint Academy syllabi contain information encouraging students to seek tutoring. In some cases, an instructor will require the student to attend the writing lab as part of his/her course work.

STUDENT BUDGET (COST OF ATTENDANCE)

The standard student budget applies to the typical TFA student: unmarried, financially dependent on parents, living off campus, and attending full-time for fall and spring. It includes tuition, fees, off-campus room and board, books, supplies, and personal expenses. Your actual costs may differ from the standard student budget. The Estimated Cost of Attendance is our best approximation of what each student at Tribeca Flashpoint Academy will need to cover basic expenses during the academic year. We assign a standard student budget to each enrolled student in order to calculate a family's need.

The Financial Aid Office will consider requests for budget adjustments for actual and documented expenses above the standard allowance for books and supplies, transportation costs, required health insurance and medical or dental expenses incurred during the academic year and not covered by insurance. Expenses outside these categories are considered discretionary, and allowances for them will not be made. For example, the Financial Aid Office will not make allowances for costs associated with owning or maintaining an automobile. Students should submit requests for a revised budget evaluation in writing, accompanied by documentation such as bills and insurance statements.

Estimated Cost of Attendance (2014-2015) for students enrolling after July 1, 2014
Tuition, Fees $833 per credit hour plus $300/term student fee
Room and Board $9,150
Books and Supplies $4,000
Other Costs $4,000
Total Cost of Attendance $42,740 (based on 15 credit hours per term)

ROOM + BOARD

Finding the right living arrangement is an important step in planning your education. Although Tribeca Flashpoint Academy does not offer official student housing, we do recommend several living facilities that are within walking distance of the school and/or readily available via public transportation. Please visit our website at www.tfa.edu/housing for more information.

If you require information or assistance in finding the right housing arrangement for you, please contact Tribeca Flashpoint Academy's Office of Admissions at (312) 332-0707.

BOOKS + SUPPLIES

All students who attend TFA are required to have a laptop and software specific to their designated program. Requirements for each are outlined in the New Student Information Packet and costs may vary depending on where the materials are purchased.

SKYO/FOLLETT VIRTUAL BOOKSTORE

Upon receiving an orientation packet, students are able to purchase print and digital copies of most texts on our SKYO bookstore, https://TFABookstore.skyo.com. Our partnership with Follett has enabled us to make the process easier and more flexible in providing texts and course materials for incoming students.

FINANCIAL AID

TYPES OF FINANCIAL AID - SCHOLARSHIPS AND GRANTS

Tribeca Flashpoint Academy participates in the Federal Pell Grant Program and provides merit-based scholarships for qualified students. Please see the below guidelines for each:

>> *FEDERAL PELL GRANT*
A Federal Pell Grant, unlike a loan, does not have to be repaid. The maximum Pell Grant for the 2014-15 award year (July 1, 2014, to June 30, 2015) is $5,730. The amount awarded depends on your financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

>> *MERIT BASED SCHOLARSHIPS*
Tribeca Flashpoint Academy offers tuition assistance to those who qualify. Scholarships are available to both new and returning students. TFA offers institutional scholarships to incoming students based on the quality of application materials and results of the personal interview for admission. Based on 24 different categories students are evaluated for scholarship by the interviewing faculty member. These assessment categories include verbal communication during the interview (speaking style, attentive listener, ability to answer questions and further the discussion); on-site writing sample (clear writing style, correct spelling and grammar, articulation of ideas, good vocabulary, content quality); preparedness and professionalism (attire, eye contact, posture, respectful behavior); motivation and interest in chosen discipline; and prior academic achievement. Individuals are eligible for awards ranging from $500 up to $5000 per academic year, and students are considered for scholarships on a rolling basis. Scholarships are awarded by the scholarship committee and recorded by the financial aid department. Scholarships are disbursed evenly between trimesters in an academic year.

>> *OUTSIDE SCHOLARSHIPS*
Outside scholarships provide an important benefit to students who are receiving need-based financial aid from Tribeca Flashpoint Academy. Students attending TFA that have been awarded aid through federal or institutional funding are required to report all outside scholarships received to the Financial Aid Office. Any omission of such information that is later discovered could have an adverse effect on a student's aid award.

SUBMITTING OUTSIDE SCHOLARSHIP CHECKS
If the check is made payable to the student and TFA (and the organization chooses not to send the check directly to the student), it should be given to the Student Accounts Office.

STUDENTS MAY MAIL CHECKS TO:
Tribeca Flashpoint Academy - Student Accounts Office
28 North Clark Street, 5th Floor
Chicago, IL 60602

The funds will be applied directly to the student ledger. Outside scholarships are evenly distributed between fall and spring semesters unless the donor agency specifies otherwise.

>> *TAXABLE SCHOLARSHIPS*

Scholarships and grants are subject to federal and state laws. Funds used for required expenses such as tuition and fees, books and supplies (including equipment), are tax exempt, while funds used for expenses such as room and board may be considered taxable income. Students are responsible for proper tax reporting and any payment that may be due. Students will receive a 1098-T tax statement from the institution and that form will contain pertinent information that will be needed when filing taxes for the following year. Please refer to www.irs.gov for further information about federal tax responsibilities and credits.

TYPES OF FINANCIAL AID - MILITARY AID

The Academy is approved by the applicable state approving Agency for Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact the Financial Aid Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or (888) GI Bill-1, or go to www.gibill.va.gov. Eligible students must maintain Satisfactory Academic Progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits.

TYPES OF FINANCIAL AID - LOANS

Tribeca Flashpoint Academy participates in the Direct and PLUS Loan Programs and works with third party servicers for private student loans. Unlike grants and scholarships, loans borrowed do need to be repaid. Below is a brief explanation of each program currently being offered:

>> *DIRECT STUDENT LOANS*

To receive a Direct Loan, a student borrower must meet the basic eligibility requirements for Federal Student Aid funds (citizenship, Selective Service registration if applicable, etc.) Unlike Pell Grants, the loan amounts do not vary by enrollment status (though the student must be enrolled at least half time for Direct and PLUS loan purposes). For more information on the Direct Loan program, please visit the Federal Direct Loan site at: www.direct.ed.gov/applying.html.

>> *FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)*

FSEOG is a federal grant for students with exceptional need. It was created to supplement other sources of financial aid for students with the highest need. At TFA, FSEOG awards are $1000 per academic year. To be considered for an FSEOG, you must fill out the Free Application for Federal Student Aid (FAFSA), be Pell-eligible, and enroll full-time. Funds are limited and awarded on a first-come, first-served basis. For students who complete their courses, the FSEOG does not need to be repaid.

>> *FEDERAL WORK STUDY*

Federal College Work-Study is a type of financial aid that is need-based. It provides earnings for employment on-campus or at an off-campus agency (limited availability). In order to be paid through Work Study funds, a student must have a FAFSA on file with the Financial Aid Office and must have need (the difference between your Expected Family Contribution (EFC) and Cost of Attendance.

Work-Study is not included in your award until you apply for and obtain a position funded through Work-Study funds. Because funding and jobs are limited and awarded on a first-come, first-served basis, through the Office of the Dean of Students. The number of hours per week for which a student can be authorized to work depends on your unmet need as determined by Financial Aid. Many students do not realize they qualify for Work-Study. Do not rule it out before asking.

>> *DIRECT PARENT PLUS LOAN*

To borrow a Parent PLUS Loan, a parent borrower must meet the basic eligibility requirements for Federal Student Aid funds (citizenship, Selective Service registration if applicable, etc.). A parent with an adverse credit history is prohibited from obtaining a PLUS Loan unless the parent meets additional criteria. Unlike Pell Grants, the loan amounts do not vary by enrollment status (though the student must be enrolled at least half time for Direct and PLUS loan purposes). Additional information surrounding Parent PLUS Loans can be found on the Federal Direct Loan website www.direct.ed.gov/parent.html.

>> PRIVATE STUDENT LOAN

Private loans are available to undergraduate and graduate students from Sallie Mae and other financial institutions and are designed to fill the gap after exploring federal student aid. Unlike federal student loans, private loans are not sponsored or guaranteed by government agencies and do not require completion of a federal form to qualify. Private loan eligibility requirements, interest rates and terms vary from lender to lender. Private loans are credit-based, thus applying with a cosigner may help students access a lower interest rate. Many lenders offer private loans to help cover up to 100 percent of the cost of attendance, less other financial aid received. For Sallie Mae loans, the school's financial aid office certifies the cost of attendance and funds are disbursed directly to the school. For additional information on the Sallie Mae Student Loan, please visit Sallie Mae online at www.salliemae.com/student-loans/information.aspx.

FEDERAL

Federal Pell Grant	Need Based Aid	$5,730/year maximum for 14-15 year; based off Federal EFC
Direct Subsidized Loan	Need Based Aid	**Limits:** Dependent on grade level; $3,500 (freshman), $4,500 (sophomores); $23,000 max as an undergraduate students **Interest:** Fixed at 4.66% for loans first disbursed between July 1, 2014 and June 30, 2015 **Repayment:** 6 month grace period; 10 year standard repayment period, no repayment penalties
Direct Unsubsidized Loan	Not Based on Need	**Limits:** Combined subsidized and unsubsidized cannot exceed $5,500 (freshman), $6,500 (sophomores). The following increased loan limit for undergraduates whose parents have been denied a PLUS may be added to the borrower's Direct limits; $4,000/year (freshman/sophomore). **Interest:** 4.66% fixed rate; while in school may be paid or accrued and capitalized **Repayment:** 6 month grace period; 10 year standard repayment period, no prepayment penalties
Parent PLUS Loan	Not Based on Need; Based on Credit	**Limits:** imits: Maximum based off cost of attendance minus other aid received. **Interest:** 7.21% fixed rate; while in school may be paid or accrued and capitalized **Repayment:** Begins after loan is fully disbursed (paid out). Parent can request deferment that will be comparable to Direct Loan terms: 6 month grace period; 10 year standard repayment period, no pre-payment penalties

NON-FEDERAL

Military Benefits	Not Based on Need	Includes three types of military aid: Montgomery GI Bill (Chapter 30); Post 9-11 (Chapter 33); and Dependent Children benefits (Chapter 36). The Montgomery GI Bill (Chapter 30) provides up to 36 months of educational benefits to eligible veterans. These benefits are typically available for up to 10 years following release from active duty. The Post 9-11 Bill (Chapter 33) provides up to 36 months of financial support for tuition as well as other related expenses (e.g. housing, books, supplies) to eligible veterans. These benefits are typically available for up to 15 years following release from active duty. Veterans enrolled in the Post 9-11 program who meet certain requirements may transfer their unused educational benefits to their children.
Merit Based Scholarship	Not Based on Need	All applicants to the Academy are considered for merit-based scholarships; selection and award process administered through campus Scholarship Committee
Private Alternative Loan	Not Based on Need; Based on Credit	**Limits:** Up to 100% of cost of attendance may be borrowed from all loan sources. **Interest:** Variable or fixed **Repayment:** Multiple repayment options; full principal and interest payments begin six months after you leave school; no prepayment penalties

APPLICATION PROCEDURE

Each student is encouraged to complete all financial aid documents in a timely manner to be considered for financial aid administered by the institution, including federal and institutional grants, loans, and scholarships.

REQUIRED FORMS	HOW TO APPLY
Free Application for Federal Student Aid (FAFSA)	Apply online after January 1st at www.fafsa.ed.gov. Tribeca Flashpoint Academy's Federal School Code is 041956. Be sure to sign the FAFSA either electronically with a PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet to the Department. More information on PIN numbers can be found at www.pin.ed.gov. Document can be obtained electronically by TFA so you do not need to turn in a paper copy to Tribeca Flashpoint.
Direct Loan Master Promissory Note (MPN) (Required for all applicants looking to utilize the Direct Loan program)	Apply online at www.studentloans.gov . Tribeca Flashpoint Academy's Federal Lender ID is G41956 Be sure to sign the MPN electronically with a PIN number provided by the Department of Education or by printing out and mailing a copy to the Department. PIN numbers can be found at www.pin.ed.gov. Document can be obtained electronically by TFA so you do not need to turn in a paper copy to Tribeca Flashpoint.
Entrance Counseling (Required for all applicants looking to utilize the Direct Loan program)	Complete online at the Virtual Financial Aid Office (https://tfa.vfao.com) as part of the introductory Financial Aid Interview. Can also be completed online at www.studentloans.gov. Document can be obtained electronically by TFA so you do not need to turn in a paper copy to Tribeca Flashpoint.
Verification Documents (**IF** Selected)	If selected for verification, students will be notified via email with instructions on what required forms are needed and how to submit the requested documents. In most cases, applicants will be asked to send photocopies of all pages of parent and student Federal Tax Return Transcripts. Applicants wishing to submit documents by mail may send documents to the Tribeca Flashpoint Academy Financial Aid Office at 28 North Clark Street, 5th Floor, Chicago, IL 60602. Documents may also be emailed to financialaid@tfa.edu or faxed to (312) 278-0766. If selected, this information is required before any aid can be applied to TFA's charges.

VERIFICATION

Verification is the process by which a school confirms the accuracy of data entered on a FAFSA by a student and/or parent. Applicants are selected by the Department of Education Centralized Processing System (CPS) and Tribeca Flashpoint Academy will verify all students selected by CPS. Not every student will be required to complete verification; however, if selected by CPS to complete verification, the necessary steps must be taken in order for a student's aid package to be finalized. TFA also reserves the right to select any application for verification it believes may contain inaccurate information.

ITEMS TO BE VERIFIED (2014-2015)

Information for All Applicants Selected for Verification:
- Number of household members*
- Number of household members enrolled at least half-time in eligible postsecondary institutions**
- Food Stamps - Supplemental Nutrition Assistance Program (SNAP) – if receipt is indicated on the 2014-2015 FAFSA
- Child Support Paid – if reported on the 2014-2015 FAFSA

Information for Tax filers when applicant is selected for Verification:
- Adjusted Gross Income (AGI)
- U.S. income tax paid
- Untaxed Income – only the following untaxed income if reported on the 2014-2015 FAFSA

- » Untaxed IRA distributions
- » Untaxed pensions
- » Education credits
- » IRA deductions
- » Tax exempt interest

Information for Non-Tax Filers When Applicant Selected for Verification:
- Income earned from work

*If an applicant has a dependency status change during the award year, that information will need to be updated unless the change is as a result of a marital status update.
**Household size and number in postsecondary education must be recorded as of the date verification is being completed.

The above list is not all-inclusive and TFA may require applicants to verify any information provided on the FAFSA.

If selected for verification, students will be notified via email of the selection and be informed on the documents needed to complete verification. All notifications will be sent within a week from when a student's application was received by the school. Because the initial contact attempts will be sent via email, it is critical that all email addresses listed on the Virtual Financial Aid Office (VFAO) and Student Portal are accurate and current. Three contact attempts will be made during a three-week span and students are responsible for sharing information requests with their parents.

In most cases, applicants that are tax filers are required to submit a signed IRS Tax Return Transcript for verification. When completing the FAFSA online, applicants have the option to retrieve their income information from the IRS database. If the income data is pulled from the IRS site using the IRS Data Retrieval Tool and the FAFSA is submitted without any alterations to that data, the request for the IRS Tax Return Transcript will be waived. Because this method would reduce the time it would take to finalize an applicant's aid award, it is the preferred method of inputting income information on the FAFSA. For more information on this tool, please visit www.fafsa.ed.gov/help.htm and select IRS Data Retrieval Tool from the column on the left on the screen.

There are few instances in which an applicant selected for verification does not need to complete the verification steps. An institution need not verify an applicant's FAFSA information if:
- The applicant dies;
- The applicant does not receive assistance under the title IV, HEA programs for reasons other than failure to verify FAFSA information
- The applicant is eligible to receive only unsubsidized student financial assistance; or
- The applicant who transfers to the institution, had previously completed verification at the institution from which he or she transferred, and applies for assistance based on the same FAFSA information used at the previous institution, if the current institution obtains a letter from the previous institution
  - » Stating that it has verified the applicant's information; and
  - » Providing the transaction number of the applicable valid ISIR.

Unless TFA has reason to believe that the information reported by a dependent student is incorrect, TFA need not verify the applicant's parents' FAFSA information if:
- The parents are residing in a country other than the United States and cannot be contacted by normal means of communication;
- The parents cannot be located because their contact information is unknown and cannot be obtained by the applicant; or
- Both of the applicant's parents are mentally incapacitated.

Unless TFA has reason to believe that the information reported by an independent student is incorrect, TFA need not verify the applicant's spouse's information if:
- The spouse is deceased;
- The spouse is mentally incapacitated;
- The spouse is residing in a country other than the United States and cannot be contacted by normal means of communication; or
- The spouse cannot be located because his or her contact information is unknown and cannot be obtained by the applicant.

TFA encourages all students that are notified of selection to submit their requested documents as quickly as possible. TFA promotes this practice as turning documents in quickly allows the school to process corrections in a timely manner. It is the responsibility of the applicant to ensure all requested documents are submitted in a timely manner and with the appropriate signatures. Verification documents will not be accepted past day 120 of a student's last date of enrollment. If a student completes verification after their academic year is over, he or she also runs the risk of forfeiting their Direct Loan eligibility for that academic year.

Once the requested documents are received, they will be reviewed for accuracy and any changes that need to be made to a student's FAFSA will be made by the school. In the event that documents need to be corrected or resent over, TFA will notify the student via email and the requested documents will appear in the outstanding documents portion of the VFAO.

After all required documents are received and reviewed; TFA will re-evaluate an applicant's application and apply any necessary changes. Since many verifiable items tie in to the Estimated Family Contribution (EFC) calculation, changes made as a result of verification could have an impact on an applicant's financial aid award. If changes are necessary and the changes will alter a student's eligibility for aid, TFA will notify the student and send out an updated award letter. Changes that could occur as a result of verification corrections may include adjustments in Pell or Subsidized Direct Loan amounts as both fund sources are calculated based off an applicant's estimated need.

A student's failure to complete verification would result in their aid not being finalized or disbursed. TFA will not process or certify any Title IV funds until all steps of the verification process have been satisfied. Further, any students who are selected for verification and wish to pursue a professional judgment for data element changes must complete verification before moving forward with the professional judgment.

TFA takes a zero tolerance stance on applicants knowingly providing fraudulent information on their aid applications. In the event that TFA has credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application, TFA will refer the information to the Office of Inspector General of the Department of Education for investigation. Examples of the types of information that will be referred for investigation include: false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures or certifications, and false statements of income.

Questions surrounding the verification policy can be directed to the TFA Financial Aid team at (312) 506-4644 or financialaid@tfa.edu.

RESOLVING CONFLICTING DATA
Our procedures ensure that we resolve conflicting data for our applicants as follows:

Applicants Selected for Verification - If we have reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), we require the applicant to provide adequate documentation to resolve the conflict.
Applicants Not Selected for Verification – We resolve conflicting information regardless of whether or not the applicant was selected for verification. As required, the financial aid office will review all tax returns provided to the school even if they were not requested. All C Codes on the ISIR will be reviewed and resolved by the financial aid office.

Other Applicant Information Received by the School - We have an adequate internal system to identify conflicting information that we may have regardless of the source. The office lead for each of the following offices is required to provide information that could impact the financial aid status of each student applicant, e.g. (Admissions Office: High School Diploma, Fiscal Office: Report outside awards, Graduate Aid Office: Report outside awards, Registrar: Report changes in enrollment, NSLDS: Review financial aid history, including aid received from prior colleges attended.

- A student is not selected for verification, the tax return or IRS transcript is on file and the information conflicts with items on the FAFSA
- 1040 shows parent single head of household and the FAFSA/ISIR shows the same person as married.
- Parent or student reports on their FAFSA and signed a verification worksheet that they will not file an IRS 1040. You have reason to believe that they would have been required to file a U.S. Income Tax Return, as the amount of reported income is greater than or equal to the minimum amount required to file as indicated in the instructions provided on the 1040.
- Statement or information that suggests that the copy of the Income Tax Return you received is not the return actually filed with the IRS.
- School receives Profile from CSS. Student reports a specific amount in untaxed income; FAFSA reports a different amount (If the school receives the CSS
- Veterans (VA) benefits verified by the certifying official in the Registrar's Office don't match the FAFSA. (To resolve conflict, can rely on certifying official).
- Admissions information received impacts student eligibility (e.g., student accepted into a non degree program, student received scholarship from high school, etc.)
- The Student Academic Progress or Enrollment Status on file in the Financial Aid Office doesn't agree with the information from the Registrar's Office.

FRAUD + ABUSE

Should fraud or abuse be detected or suspected, report it to the Financial Aid Office. The Director will consult with the school's legal counsel prior to referring it for investigation to the Office of the Inspector General of the Department of Education or any agency outside the school.

All credible information indicating that an applicant for Title IV may have engaged in fraud or other criminal conduct will be provided. Fraud is an intent to deceive as opposed to a mistake. In addition we will refer any third-party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving the FSA Programs.

OIG Address and Phone Numbers
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1510
1-800-MIS-USED

Email: oig.hotline@ed.gov
Web: www.ed.gov/about/offices/list/oig/hotline.html

Regional Offices Telephone No. National Hotline

Boston, MA	(617) 289-0174
Inspector General's Hotline	
New York, NY	(646) 428-3861
Philadelphia, PA	(215) 656-6900
Atlanta, GA	(404) 562-6460
Chicago, IL	(312) 730-1620
Dallas, TX	(214) 661-9530
Denver, CO	(303) 844-0058
Kansas City, MO	(816) 268-0530
Long Beach, CA	(562) 980-4141
San Juan, PR	(787) 766-6278
Washington, DC	(202) 245-6911

OIG Referrals
34 CFR 668.16(g)

AWARDING

Tribeca Flashpoint Media Arts Academy awards federal financial aid according to federal regulations and guidelines. Financial assistance is viewed only as supplementary. The student and the family of a student, when applicable, are expected to make every effort to assist with educational expenses.

Tribeca Flashpoint Academy employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV Assistance. Federal aid is awarded based on the student Primary Estimated Family Contribution (EFC). The EFC is determined from the data provided on the Free Application for Federal Student Aid (FAFSA) and verified using data from federal tax returns and other supplemental documents.

Student's Cost of Attendance Budget – Expected Family Contribution = Demonstrated Need

*NOTE: Demonstrated need does not directly correlate to the amount of aid a student will receive. The need demonstrated will be used to assist in calculating a student's aid package. There are multiple factors that influence the financial aid award, including but not limited to: enrollment status, satisfactory academic progress, and prior aid (aggregate) usage.

After a student submits all required aid documents and it is determined that the student meets all eligibility requirements, the Financial Aid Office will setup an award and the student will be issued a Financial Aid Award Letter. This letter is a permanent part of the student's file and serves to document exactly how and why a student received a particular award. TFA will always setup an award with the student's best interest in mind. All fund sources that do not have to be repaid will be awarded first (where applicable), followed by aid that needs to be paid back. All award letters will be sent via email and can be obtained by visiting the Virtual Financial Aid Office. If a paper copy is needed, the Financial Aid Office can provide one upon request.

FINANCIAL AID DISBURSEMENTS

All financial aid funds will be setup in equal disbursements each semester, including student loans. For example, an annual Direct Subsidized loan of $3,500 has two $1,750 disbursements at the beginning of each semester.

Several types of financial aid are reflected on the student ledger including:
- Funds from federal and institutional scholarships and grants
- Outside scholarships or grants received by the Accounting Office
- Loan payments from federal and private lending institutions
- If a student receives funding that exceeds the charges on his or her bill, a refund check for the excess amount will be issued.

Funds are disbursed to the student ledger only when all of the following requirements are met:
- Class enrollment is confirmed
- All applications are completed
- In the case of outside awards and loans, when the funds have been received at TFA.

AWARDS IN FUTURE YEARS

Future awards will generally be consistent with the initial award if:
- The computed need does not change significantly
- All application documents are completed fully and submitted on time
- Financial aid funds are available
- Our aid policies do not change

REPORTING CHANGES

A student must notify the Financial Aid Office in writing if:
- The number of family members living in the household decreases from the number previously reported
- The number of family members attending college decreases from the number previously reported
- The aid offer indicates that parents' estimated income was used to determine the amount of aid and their actual income is greater than the estimate
- Outside awards not indicated on the financial award are received

APPEAL PROCESS

For a variety of reasons, it may be necessary to request a reevaluation of financial aid eligibility or award. Reasons may include:

changes in family income since the end of the last fiscal year, or the family has incurred significant medical, dental, or legal expenses that impacts their ability to contribute financially to the student's education. The TFA Financial Aid office will not reduce expected contribution as a consequence of a family's financial decisions, such as refusing to pay educational costs or cash flow problems due to choices parents have made in allocating or spending resources.

Requesting a revision to a financial aid award requires that applicants submit in writing a specific and detailed explanation of the situation. Most circumstances do not warrant a change in the aid award, so before progressing with an appeal, please reach out to the Financial Aid Office at (312) 506-4644 to talk through your request.

REGISTRATION + ENROLLMENT

REQUIREMENTS
As a recipient of financial aid at TFA, students are required to enroll in classes each semester, meeting the deadlines and procedures established by the Registrar's Office. The Federal Pell grant program requires 12 credit hours per term for a full grant. Aid will not be disbursed until a student has been enrolled for sufficient credit hours, and institutional funding will not be increased to adjust for any shortfall in the aid award due to failure to enroll in a sufficient number of credit hours. Students will be required to pay full tuition unless granted an exception by the Registrar's Office for medical reasons, or other circumstances. Any sanctioned exceptions to full-time enrollment will be reflected in the financial aid award notice.

CHANGE IN STATUS
If a student files requests to cancel his or her enrollment before the first day of classes, charges and financial aid will be canceled for the semester. Financial aid resources must be returned to their sources; e.g., Direct Loans and Pell Grants will be returned to the Department of Education, scholarships to the university, etc. If a student withdraws after the first day of classes, a calculation must be completed to determine whether the student is entitled to a refund. Check the annual Student Bulletin for current refund policies, which are consistent with those recommended by the federal government.

If a student wishes to leave Tribeca Flashpoint Academy, he or she must contact the Office of Academic Affairs to sign the Student Withdrawal Form. If the University determines a student is entitled to a refund, the Financial Aid Office will first recalculate the student's costs and then disburse the refund in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Parent Loans, Pell Grant, and other resources of federal, private or institutional sources of aid, and finally to the student.

RETURN OF TITLE IV FUNDS
The law specifies how TFA must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees. A student may withdraw inform TFA at any time to withdraw. It is highly recommended that the student speak with his/her Financial Aid Advisor prior to withdrawing.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by comparing the total number of days completed in the semester, before the student withdrew from the program, to the total number of days in the semester.

For example, if the student withdrew on the 18th day of a semester that has 120 days, the student has completed 15% of the semester and has therefore earned 15% of the federal student financial aid that was disbursed or could have been disbursed. This means that 85% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s). The numerator and the denominator include weekend days but not scheduled breaks of five consecutive days or more. A student earns 100% of federal financial aid once he or she has completed more than 60% of the semester.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, TFA is responsible for returning the portion of the excess equal to the lesser of the institutional charges for the semester multiplied by the unearned percentage of funds, or the entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess

unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. TFA has 30 days from the date of TFA's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan). The student (or parent) has 14 days from the date TFA sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, TFA will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to TFA's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Supplemental Opportunity Grant
4. Direct PLUS
5. Federal Pell Grant

STUDENT ACCOUNTS OFFICE

The primary function of the TFA Student Accounts Office is to issue bills, receive payments, disburse Financial Aid stipends (when released by the Financial Aid department) and issue refunds. The office is located in the 6th floor office suite.

TUITION + FEES BILLING

Tuition and fees are billed within 30 days of the start of the term. Once charges are posted to the students' ledger card, notification is emailed to their TFA email account. All students have access to their ledger cards through the Student Portal.

PAYMENT FORMS

Forms of payment accepted are: cash, check, credits cards. All checks should be made payable to: Tribeca Flashpoint Academy, any returned checks will incur a fee of $35 to the student's ledger. Credit card payments may be made over the phone or in person at the Student Accounts Office.

LEDGER ACCOUNTS

Account balances must be paid in full or current by the first day of the term, net of any approved and expected financial aid or loans. If payments remain outstanding, students may be dismissed for financial reasons from TFA. Please refer to the Change of Enrollment Status in the Academic section of this bulletin for further information on the dismissal process for financial reasons.

INSTITUTIONAL TUITION REFUND POLICY

Students who withdraw or are administratively withdrawn from the institution may be eligible for a tuition refund. Tuition refunds are based upon semester length. Students whose last date of attendance (LDA) is during the indicated week will receive the tuition credit indicated. Student fees are nonrefundable unless otherwise noted. If Student Withdraws, Refund Percentages are as follows:

If A Student Withdraws	Refund Percentage/Amount
Before the first day of class	100% of tuition refunded
Prior to the close of business on the first day of school	100% of tuition less $150 refunded
Prior to the completion of 5% of the course of instruction	100% of tuition less $300 refunded
Between 5% but before 60% of the course of instruction	Tuition refunded based on pro-rated days remaining less a 10% surcharge

REFUND POLICY

REFUND POLICY — CANCELLATION
A student who cancels his or her Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable application fee. If the Enrollment Agreement is not accepted by Tribeca Flashpoint Academy or if Tribeca Flashpoint Academy cancels this agreement prior to the first day of class attendance, all monies, including the application fee, will be refunded. Students who fail to meet their admissions deadline or whose files are closed for failure to maintain contact with the Admissions Office are not eligible to receive a refund of their application fee. All requests for cancellation by the student must be made in writing.

REFUND POLICY — WITHDRAWAL FROM TRIBECA FLASHPOINT ACADEMY
Notice of student-initiated withdrawal from the college must be made in person, via fax, or via email directly to Tribeca Flashpoint Academy's Registrar's Office. Non-attendance does not constitute official withdrawal. Students are required to meet with an Academic Advisor and the Student Finance Department when withdrawing from school. A drop fee of $100 for complete withdrawal after drop/add week (official or unofficial) but prior to completion of the current term from Tribeca Flashpoint Academy will be assessed at the time of withdrawal. All fees are non-refundable after drop/add week.

Refunds made for students who withdraw or are withdrawn from Tribeca Flashpoint Academy prior to the completion of their program are based on the tuition billed for the term in which the student withdraws, according to the schedule set forth below in the Tuition Refund Schedule. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid.

Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Refunds will be made within 30 calendar days from the student's withdrawal date (see Withdrawal Policy) in accordance with the schedule below. Credit balances less than $5 (after all refunds have been made) will not be refunded to the student or lender unless requested by the student.

REFUND POLICY — INDIVIDUAL COURSE WITHDRAWAL
Notice of student-initiated course withdrawal for individual classes must be made in person, via fax, or via email directly to Tribeca Flashpoint Academy's Registrar's Office. After the last day of the drop/add period for each term, as stated on the academic calendar, full tuition will be charged for each individual class dropped during the semester. A W grade will be posted and the dropped course will count as a class attempted for SAP purposes. Students registered for classes in which they do not post attendance will be dropped from those classes after the third week. A W grade will be given and full tuition will be charged.

TUITION REFUND SCHEDULE

TIME PERIOD & % OF FULL TUITION REFUNDED
- Drop/Add Week/1st Week of Class .... 100% Refund
- 2nd Week of Class .... 50% Refund
- 3rd Week of Class .... 25% Refund
- 4th Week/End of the Semester .... 0% Refund

REFUND POLICY, INDIANA RESIDENTS ONLY
Tribeca Flashpoint Academy shall pay a refund to the student in the amount calculated under the refund policy specified in

this section or as otherwise approved by the Commission on Proprietary Education, which regulates proprietary education in the State of Indiana. Tribeca Flashpoint Academy must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

REFUND POLICY, WISCONSIN RESIDENTS ONLY

Tribeca Flashpoint Media Arts Academy (TFA) complies fully with the refund policy for students who are permanent residents of Wisconsin, as mandated by Wisconsin law. The student will receive a full refund of all money paid if the student cancels within the three-business-day cancellation period at the beginning of the trimester. The school will issue refunds within 10 business days of cancellation.
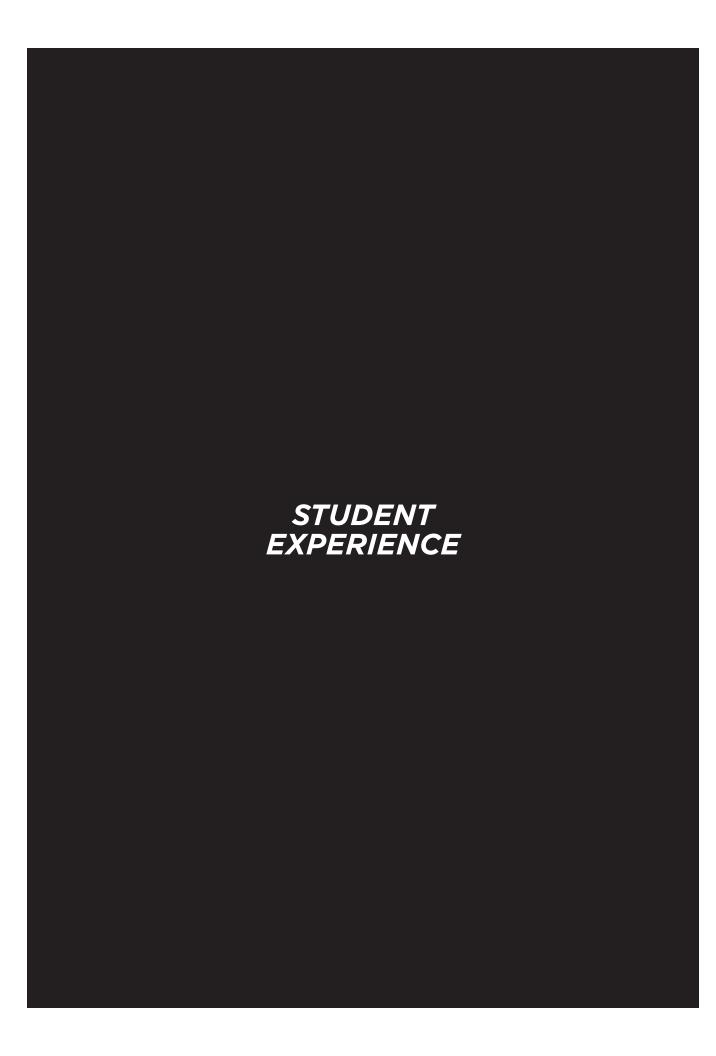
A student who withdraws or is dismissed after the three-business-day cancellation period, but before completing 60% of the units of instruction in the trimester, shall be entitled to a pro rata refund, less any amounts owed by the student for the current enrollment period, less the one-time application fee of $50.00.

TFA will issue refunds within 30 days of the effective date of termination. A written note of withdrawal is not required but it is recommended that students who wish to withdraw do so by executing a form with the Dean of Students. The student is considered withdrawn from the school if the student fails to attend classes for 14 calendar days. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

THE FOLLOWING REFUND POLICY APPLIES:

A student is entitled to a full refund if one (1) or more of the following criteria are met:

- The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
- The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
- The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by Tribeca Flashpoint Academy.
- If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- A student withdrawing from an instructional program, after starting the instructional program at Tribeca Flashpoint Academy and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
- A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
- A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
- A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).
- A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

STUDENT
EXPERIENCE

STUDENT LIFE + RESOURCES

ACADEMIC ADVISING

Academic advising is a critical part of the Tribeca Flashpoint Academy student experience. Upon enrollment to the Academy, students are assigned an academic advisor for year one. Each full-time faculty member is assigned a cohort of students in their discipline to advise regarding their academic success and satisfaction with the school. Records of advising sessions are kept as part of the student's academic file. Advising meetings happen regularly during his or her first year, either at the request of the advisor or the student. Advising meetings at the request of the advisor are mandatory. During their first year, students are given a mid-year and end-of-year review to analyze their academic progress and ensure their continued success. Each student keeps his or her advisor as they progress in the program, with advising meetings scheduled as needed.

STUDENT TRACKING

The Dean of Students' Office manages and tracks the academic progress of all students in the institution. This requires meetings and communication to be established between the Office of Academic Affairs and individual students. Students are required to attend all mandatory meetings scheduled with the Office of Academic Affairs.

ACADEMIC ASSISTANCE + TUTORING

The Academic Assistance Department provides students with the supplemental instruction and support they require to take full advantage of the educational opportunities Tribeca Flashpoint Academy has to offer. Academic Assistance aims to maximize each student's learning potential to help every graduate realize success in his/her chosen professional field. This is accomplished through tutoring and learning assistance, time management workshops, the Writing Lab, and the Math Tutoring Lab.

Tribeca Flashpoint Academy believes that written communication is a key component in a student's academic and professional success. The mission of the Writing Lab is to encourage students to develop the skills and strategies to create written work that attains a level of excellence. Tutoring is designed to meet the specific needs of each student, tailored to his or her learning style. Assistance includes but is not limited to reading comprehension, learning strategies, study skills, organization, analysis of materials, and writing expertise.

The Math Tutoring Lab provides assistance for class work, mathematical problem-solving strategies, and feedback on computational assignments from discipline classes.

Tutoring and learning assistance across the disciplines is provided in small group settings or on an individual basis. The goal of each tutoring session is to help students meet the academic challenges they face in an environment that provides them with confidence in their ability to think critically and work collaboratively. Writing Lab and Math Lab staff work in concert with Tribeca Flashpoint Academy faculty to help students reach a level of preparedness that enables them to achieve their full potential.

COUNSELING SERVICES

The Office of Academic Affairs schedules meetings with students to discuss academic and disciplinary issues when needed. If professional help is requested, the Dean of Students can refer students to on-site Counseling Services, or the student may contact Counseling Services directly. All information shared during counseling sessions is kept confidential. For more information, please contact the Dean of Students or the Academy Counselor.

INFO COMMONS/LIBRARY

The goal of the Library, or Info Commons, is to support the information and research needs of students, faculty, and staff with a print and electronic media collection focused on the school's programs.

The Info Commons provides students with individual and collaborative study space for reading and completing homework projects. The print, periodical, online, and DVD collections help students extend their learning beyond the classroom context. All required texts and course readers are held on reserve. Computer workstations enable access to online research resources and commonly used software products. Wi-Fi enables students to access online resources on their own laptops. Students can also access online resources from off campus through Tribeca Flashpoint Academy's library website. Mobile seating is designed to facilitate small groups and collaborative activity. Library staff is available from 8:30am to 8:30pm to provide research assistance, both in-person and via live online chat.

CLUBS + ORGANIZATIONS

Tribeca Flashpoint Academy student clubs and organizations are an integral component in developing professionalism both inside and outside of the classroom. All students are encouraged to join a club or organization to further develop professional communication skills.

New student clubs and organizations are subject to change. To find a current list of TFA student clubs and organizations, visit: www.tfa.edu/clubs-organizations. For more information about joining an existing club or creating a new club or organization, please contact the Dean of Students.

TFA STUDENT GOVERNMENT

Tribeca Flashpoint Academy offers the infrastructure and guidance for students to form their own Student Government. Student Government representatives' rights and responsibilities are outlined every fall by the Dean of Students. To get more information about Student Government, you may contact the Dean of Students.

CAREER SERVICES DEPARTMENT

The Tribeca Flashpoint Academy Career Services Department is a leader in fostering positive partnerships with employers, students, alumni, faculty, staff, administrators, and the greater community. These external and internal partnerships are critical in helping students and alumni discover their career potential while sharing success with families, employers, and communities.

Career services aims to launch graduates' careers by offering the best career guidance, tools, resources, and industry introductions available. In addition, their offerings are designed to educate students regarding job search and job retention knowledge, and the tools necessary for a fulfilling career.

GOALS

The Tribeca Flashpoint Academy Career Services Department supports the mission of the school by assisting students and alumni in exploring and pursuing meaningful careers. This is accomplished by providing a broad range of developmental programs and events delivered in a student-centered environment. Year Two students are enrolled in career development courses.

Services Include:

>> ***INTERVIEWING SKILLS/RESUME WORKSHOPS AND MOCK JOB INTERVIEWS WITH EMPLOYERS***
Master the art of a great job interview and put your best foot forward. Avoid traps and pitfalls. Showcase your work and conversational skills.

>> ***PROFESSIONAL DEVELOPMENT DAYS***
Field trips are scheduled to spend the day with industry professionals at their workplace.

>> ***PROFESSIONAL SPEAKER SERIES***
We bring industry employers to school and feature keynote speakers to offer valuable career advice.

>> ***ELEVATOR PITCHES***
Students will develop an "elevator pitch" and bio that clearly describes who they are and their unique strengths. Students will also learn the secrets of successful online job applications and how to get theirs to the top of the pile.

>> ***BUSINESS CORRESPONDENCE CLASSES***
Students will get experience writing cover letters, resumes, thank-you notes to employers, and business emails.

>> ***JOB SEARCH STRATEGIES***
Students can successfully utilize the web for professional networking. They can learn the most effective ways to search for industry jobs and how to effectively apply to open positions online.

INTERNSHIP FAIR

A spring event allowing students the opportunity to meet with industry employers and seek out summer internships.

CAREER SERVICES WEEK

A week-long networking extravaganza where students get the opportunity to meet with industry professionals to showcase their portfolios.

ALUMNI CLUB + ASSOCIATION

As students approach graduation, they will become eligible for TFA's alumni programs which include a secured job board, quarterly newsletters, and regional reunions. Career Services hosts alumni reunions and industry networking events, and facilitates industry introductions.

INTERNSHIPS + EMPLOYMENT BACKGROUND CHECKS

Employment and internship decisions are outside the control of the institution. Agencies and employers that accept students for internships or employment may conduct criminal and/or personal background checks or drug testing.

CODE OF CONDUCT POLICIES + PROCEDURES

STUDENT CODE OF CONDUCT

Tribeca Flashpoint Media Arts Academy insists that members of the student body exhibit mature and responsible behavior at all times. Tribeca Flashpoint Academy's rules and regulations, as outlined in this section, are designed to foster a professional environment. The institution does not attempt to supervise the life of each individual student on campus or in the nearby community; however, students are expected to behave in a manner that reflects favorably on themselves and the institution.

The following actions are violations on campus or at any facility related to Tribeca Flashpoint Academy:

- Possession of a firearm, explosive, or other weapon will result in disciplinary action and immediate expulsion. Any item or object used to threaten or inflict bodily harm on another individual will be considered a weapon at the time of its use
- Actions or behaviors, including threats, which endanger the safety and/or wellbeing of others, or which cause injury to another person are prohibited. This prohibition includes assaults and fighting among students. It also includes any harassment and/or intimidation (including phone calls, texts, and digital communications) based on race, gender, ethnicity, religion, color, national origin, sexual orientation, age, or disability
- Entering or providing entry into restricted areas of the campus during or after normal business hours without prior written approval from security personnel
- Tampering with or misusing fire alarms or fire equipment, and/or any offense that jeopardizes the safety of other members of the TFA community
- Lewd, obscene, and/or disorderly conduct on institution property or other places being used by the institution
- Vandalism on any public property by TFA student
- Interfering with an institution function
- Breach of security/safety
- Deception (including fraud, plagiarism, and/or dishonesty)
- Littering or graffiti
- Off-campus behavior which adversely affects Tribeca Flashpoint Academy's name and reputation
- Failure to comply with the instructions of any authorized institution representative, faculty, staff, security personnel, or student acting lawfully in the performance of his or her duties.

Where violations of the Code of Conduct or other disciplinary violations occur, all students found to be knowingly in the presence of, or directly responsible for, such violations will be subject to disciplinary action up to and including expulsion from the institution.

DISCIPLINARY ACTION PROCESS

Student disciplinary problems are addressed through sound guidance, mediation, professional counseling, peer influence, and/or family reinforcement. In cases of behavior that is considered threatening or severely disruptive to the educational community or process, the institution will take whatever lawful action is required to meet the circumstances of each situation.

When the institution finds a student in violation of the Code of Conduct, the student may face disciplinary action up to and including probation, suspension or expulsion. Probation, suspension or expulsion from the institution for disciplinary reasons is not desirable, but may be necessary in order to protect the well-being of the institution community. The Dean of Students will impose any probation, suspension or expulsion. If the student appeals the decision, the disciplinary action will be temporary pending the outcome of the appeal. All requests for review or appeal must be made in accordance with the timeline set forth in the procedures for the initial or appeals hearings in this bulletin.

OFFENSES

Regulations and offenses include but are not limited to actions specified under "Code of Conduct."

DISCIPLINARY ACTIONS

- **Probation:** A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes disciplinary/educational sanctions and restriction of privileges for a specified period of time as determined by each particular situation.

- **Suspension:** A temporary denial of the privilege of continuing as a student at the institution. At the termination of the suspension, the student will be entitled to resume his or her education.
- **Expulsion:** A permanent denial of the privilege of continuing as a student at the institution.

JUDICIAL HEARINGS PROCESS

Judicial hearings are specifically designed to hear and rule on disciplinary cases. Each party (accused and accuser) involved in a disciplinary case is entitled and expected to participate in any hearing and/or subsequent appeal of a ruling. A maximum of one appeal is available, regardless of which party files the appeal. All decisions shall be final when a ruling has been made on an appeal.

Judicial hearings are internal matters of the institution and are therefore not open to the public. A student may be accompanied during any portion of the process by a parent or family member, or by the institution counselor, or other counsel. Counsel may assist the student, but is not permitted to participate directly during the process. If the student plans to bring legal counsel, the student must notify the Office of Academic Affairs in writing 48 business hours (excluding weekends) in advance of the meeting to provide the opportunity for the institution to have its legal counsel present. The judicial hearing process is not a legal process and the rules of legal process do not apply.

The Office of Academic Affairs, and Department Chair constitute the Judicial Board. The Judicial Board listens to all parties and witnesses involved with the case, and makes a decision as to which party or parties is/are responsible for the alleged infractions. Based on the assessment of responsibility, the Judicial Board will decide on the appropriate actions to be applied to the student(s) involved. The Judicial Board may include past behavior and prior disciplinary involvement in determining the extent and severity of the sanctions to be levied. In all cases the decision of the Judicial Board is final.

APPEALS PROCESS

Students may submit a written appeal to the Judicial Board within ten business days of receiving notification of outcome of the disciplinary action. The appeal must include the student's most recent review report (if applicable) and sufficient information to permit fact-finding and investigation. The Board will hold a meeting and the student will be notified of the Board's decision within five business days after the meeting.

Any student of Tribeca Flashpoint Academy who believes he or she has been aggrieved by a punitive action shall have the right to file a written complaint within one year of the alleged violation to the Superintendent of the Illinois Board of Education. The Superintendent shall acknowledge within twenty days receipt of such written complaint. The Superintendent shall issue a written finding as to whether there is good cause to initiate disciplinary proceedings in accordance with the provisions of this Act. The Superintendent shall furnish such findings to the person who filed the complaint and to the Chief Executive Officer of Tribeca Flashpoint Academy.

STUDENT GRIEVANCE PROCEDURE

Tribeca Flashpoint Academy encourages students to bring all complaints or grievances to its attention. Many questions and concerns that students have can be resolved simply through discussion. A student may present a grievance through the complaint and dispute-resolution procedures outlined below. Tribeca Flashpoint Academy will investigate all complaints and grievances fully and promptly. A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or TFA staff. Grievances may include misapplication of institution policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other institution employee.

Tribeca Flashpoint Academy shall resolve student complaints promptly and fairly and shall not subject a student to punitive action because of grievances filed with the institution. TFA shall maintain a written record of its handling of all student complaints.

The Student Grievance Committee is comprised of the Office of Academic Affairs, Department Chair and/or relevant staff or faculty to the situation. The Committee meets with all respective parties to reach an amiable and resolute decision. All parties have equal voice in the discussion with the hope of resolving any dispute through constructive discourse.

In the event a grievance cannot be resolved through discussion within the Student Grievance Committee, a student may give written expression to hold a judicial hearing (See "Judicial Hearings Process").

If the grievance cannot be resolved between Tribeca Flashpoint Academy and the student directly, the student may contact:
Chicago Consumer Services Department
50 West Washington Street
Chicago, IL 60602-1343
(312) 744-4006

SUBSTANCE ABUSE POLICY

The Drug-Free Schools and Campuses Act, Public Law 101-690, requires that every institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, enact policies to prevent unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees.

Students are prohibited from the possession, sale, or consumption of any form of narcotics, hallucinogens, amphetamines, controlled substances, or any other form of illegal drug on campus or any facility related to Tribeca Flashpoint Academy. Students found to be in violation of the Substance Abuse Policy will proceed through the Disciplinary Action Process.

UNLAWFUL HARASSMENT

Tribeca Flashpoint Academy is committed to maintaining an educational and work environment that is free of discrimination. In keeping with this commitment, The institution will not tolerate harassment of TFA students or employees on institution property by anyone, including any student, staff member, faculty member, co-worker, vendor, or third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, or other protected group status. The institution will not tolerate harassing conduct that interferes unreasonably with an individual's educational or working environment. Such harassment may include jokes about another person's protected status, kidding, teasing, and practical jokes directed at a person based on his/her protected status. All threats against any member of the Academy community are considered serious, regardless of the manner in which they are expressed.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment.

When submission to or rejection of the conduct:

- Is an explicit or implicit term or condition of education or employment;
- Is used as the basis for an educational or employment decision;
- Has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment
- Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include (but is not limited to) "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, inappropriate online communication or behavior, and physical contact such as patting, pinching, or brushing against another person's body.

All institution students and employees are responsible for helping to avoid harassment. Anyone who feels that s/he has experienced or witnessed harassment should notify the Office of Academic Affairs. Students or employees may request to report to a person of the same sex. The institution forbids retaliation against anyone who reports harassment, assists another person in making a harassment complaint, or who cooperates in a harassment investigation. The institution's policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent possible, the institution will keep the complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the institution will take corrective action, including discipline, up to and including immediate termination of employment and/or expulsion.

EMPLOYEE/STUDENT RELATIONSHIPS

Tribeca Flashpoint Academy does not approve of nor allow amorous relationships between members of its staff and faculty, and currently enrolled students. Students who are involved in an amorous relationship with a staff or faculty member or who have knowledge of the existence of an amorous relationship between a staff or faculty member and a TFA student should report the relationship to the Office of Academic Affairs.

NON-DISCRIMINATION POLICY + ACCOMMODATIONS

Tribeca Flashpoint Academy does not discriminate on the basis of race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Tribeca Flashpoint Academy is committed to full compliance with these laws. Pursuant to the Rehabilitation Act of 1973 (Section 504) and the 1990 Americans With Disabilities Act (ADA), Tribeca Flashpoint Academy will provide reasonable and individualized academic modifications for students who provide proper documentation outlining their disabilities and request reasonable and appropriate accommodations. Because each student's disabilities may differ in degree and impact, reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability. Documentation to support the disability must be provided to TFA Office of Academic Affairs at the time of the request. Information pertaining to a student's disability is confidential. If this information is supplied, it will be used to seek to attempt as far as reasonably possible to overcome the effects of conditions that limit the participation of qualified disabled students.

Questions regarding TFA's Statement of Nondiscrimination or about ADA accommodations may be directed to:
Tribeca Flashpoint Media Arts Academy
Office of Academic Affairs
28 North Clark Street, 5th Floor
Chicago, Illinois 60602
Email: ben.spanner@tfa.edu

ACCEPTABLE USE OF COMPUTERS, EMAIL + INTERNET

Computers, networks, and communications equipment owned by Tribeca Flashpoint Academy are provided to support the educational mission of the institution.

Access to information technology resources owned or operated by Tribeca Flashpoint Academy is a privilege with responsibilities and obligations. Privileges are granted subject to institution policies as well as local, state, and federal laws. Acceptable use is always ethical, reflecting academic honesty, and shows restraint in the consumption of shared resources. It requires respect for intellectual property, ownership of data, system security mechanisms, individuals' rights to privacy, and to freedom from intimidation and harassment.

Information technology resources are defined as all computer-related equipment, computer systems, software/network applications, interconnecting networks, facsimile machines, copiers, voicemail, and other telecommunications facilities, as well as all information contained therein owned or managed by Tribeca Flashpoint Academy.

Students are expected to:

- Regard the use of the Internet and computer network as a privilege. Students shall follow all rules and regulations of the computer labs and any lab attendant on duty and provide courtesy to other students by keeping noise level to a minimum by using personal headphones. No food or drinks are allowed in computer labs.
- Respect copyright and licenses of all programs and data.
- Respect the integrity of computing systems. Students shall not install software without specific permission of TFA's IT Department. Only software directly related to TFA curriculum will be installed on any institutional computers.
- Refrain from using P2P or Torrent software to download illegal copies of movies, mp3s, videos, or software. Students found violating this measure will face disciplinary action.
- Refrain from any activities that are harmful to computing facilities and resources. These include, but are not limited to, creating or propagating viruses; disrupting services; damaging files, equipment, software, or data; and theft of any hardware and/or software.
- Refrain from using the resources of the Internet/computer network for personal financial gain.
- Not create, display, view, nor download threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail (SPAM).
- Respect the privacy of other users. For example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, nor represent themselves as another user unless explicitly authorized to do so.
- Refrain from attempting to forge or use a false account or e-mail address. Use of another person's computing account is prohibited.
- Experience limited privacy in the contents of personal files on the school's computer network. At times, routine maintenance and monitoring of the network systems may lead to a discovery of violation of a policy or the law. An investigation will be conducted if school authorities have a reasonable suspicion of violation of law or school policy.

Tribeca Flashpoint Academy will cooperate fully with local, state, and federal authorities on any investigation related to illegal activities or activities not in compliance with school policies through the school computer network.

Tribeca Flashpoint Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing including the loss of data resulting from delays, non-deliveries, misdeliveries, system failures, or service interruptions. Use of any information obtained via the Internet through TFA is at the student's own risk. Tribeca Flashpoint Academy specifically denies any responsibility for the accuracy, quantity, or content of information obtained through Internet services.

Any violations of this Acceptable Usage Policy must be reported to an instructor, technology support staff, or an administrator. Each user has the responsibility to report any suspected violation of his/her personal privacy to the Office of Academic Affairs.

TFA reserves the right to discontinue account privileges of any user who violates the Acceptable Usage Policy. Repeated or severe infractions of this policy may result in disciplinary action in addition to suspension or termination of network privileges. Unauthorized use of the network, copyright violations, intentional deletion, damage to files and data belonging to the institution or other users and outside agencies may be considered criminal and could result in involvement of governmental authorities. Tribeca Flashpoint Academy will cooperate fully with local, state, and federal authorities on any investigation related to illegal activities or activities not in compliance with school policies through the school computer network.

INTELLECTUAL PROPERTY

Students are required to review and sign the document, *"TRIBECA FLASHPOINT MEDIA ARTS ACADEMY LLC STUDENT INTELLECTUAL PROPERTY AGREEMENT."*

This agreement is distributed and signed during TFA Orientation and outlines ownership of materials created during students' enrollment period at Tribeca Flashpoint Media Arts Academy. The signed copy is stored in each student's records. A sample copy is available for student review in the Office of Academic Affairs.

ACADEMIC POLICIES + PROCEDURES

ACADEMIC INTEGRITY

Students are responsible for knowing and following all rules of the institution and all rules for each course in which they are enrolled. Rules for a course are found in the course syllabus. Tribeca Flashpoint Academy expects all students to fulfill assignments and complete tests independently and honestly. The institution will penalize any student found guilty of cheating, plagiarizing, or any other form of dishonesty.

"Cheating" refers to the use of unauthorized assistance in completing coursework. Unauthorized assistance may include the use of printed material, computer files, equipment, personal notes, or other people.

Plagiarism "is the offering of words or ideas of another person as one's own" (J.D. Lester, Writing Research Papers, 4th Ed., Scott, Foresman & Co., p. 95). It includes the use of direct or paraphrased material without proper documentation or attribution.

Other forms of dishonesty may include falsely claiming to have done work, misrepresenting reasons for not completing assignments or taking examinations as scheduled, and submitting the same work in more than one course.

An instructor who discovers any student cheating, plagiarizing, or committing other forms of dishonesty may take such action as s/he deems warranted, including a failing grade for the assignment, test, or course. The instructor will report such action in writing to the Dean of Students. The report will be entered into the student's official record for possible disciplinary action that may include academic probation, suspension, or in extreme or repeated cases, expulsion.

ATTENDANCE, ABSENCES + TARDINESS

Class attendance is mandatory. All students are expected to be present at the start of class and remain through the entire class period. Class attendance is recorded in minutes based upon the start and end times of each class meeting, resulting in a total percentage of missed class time over the duration of the course. Missing 15% of the total class time will result in the lowering of one or more letter grades at the discretion of the instructor. Missing 30% or more of total class time will result in a failing grade. It is the student's responsibility to arrange to make up any in-class work and/or assignments s/he may have missed.
In the case of doctor visits, court dates, or family emergencies, absences may be excused. Medical and legal obligations must be supported by formal documentation, submitted directly to the Dean of Students, before the end of the course affected by the absence(s). Family emergencies are justified at the discretion of the Office of Academic Affairs.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must maintain Satisfactory Academic Progress (SAP) in order to remain in good academic standing. Failure to meet the requirements needed for SAP may result in academic probation or dismissal. SAP is measured before and discussed

during each student's mid-year and year-end review. SAP is evaluated for each term, regardless of whether a student uses Title IV funds for that term. Each student is evaluated on two components (Qualitative and Quantitative) to determine if SAP is maintained: (1) Cumulative Grade Point Average (CGPA - Qualitative), and (2) Rate of Progress (ROP - Quantitative)

>> CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS - QUALITATIVE

All students must maintain a minimum CGPA of 2.0 for each term during their enrollment to meet the requirements of SAP. A student's CGPA will be reviewed formally at the end of each term, after grades have been posted, to determine if it meets compliance. A minimum CGPA of 2.0 is required for graduation.

>> RATE OF PROGRESS (ROP) - QUANTITATIVE

A student may not attempt more than 150% cumulative credit hours in their program of study. At the midpoint of the first year (up to and including 18 credit hours attempted), students must have completed a minimum of 55% of the cumulative credits attempted. At the end of the first year, a student must complete 60% of the cumulative credits attempted. Thereafter, students enrolled in academic programs must successfully complete a minimum of 67% of credits attempted. Any credits for which a student has remained enrolled past the add/drop period or longer and has incurred a financial obligation are considered for this calculation. Any withdrawn or incomplete classes past the expiration of add/drop are counted in this calculation.

>> TREATMENT OF TRANSFER CREDIT

TFA accepts transfer credit at the Registrar's discretion from eligible and reputable institutions. Final grades from transfer credit are not factored into a student's CGPA, but do factor into the calculation of the rate of progression and maximum timeframe.

>> HOW TRANSFER CREDITS OR CHANGE OF PROGRAM AFFECT ROP

Credit that has been transferred into TFA by the student has no effect on the percentage of completion calculation in SAP, nor does it have any effect on the GPA requirement for SAP. Transfer credit is considered when computing the maximum timeframe allowed for a program of study. For students who receive transfer credit from other institutions, the standard program length is adjusted by subtracting the number of transfer credits from the number of total program credits. The maximum time frame is recalculated by multiplying the adjusted program length by 1.5.

When a student elects to change programs at TFA, the student's earned credits and grades will be transferred into the new program as applicable, including other TFA credit previously transferred. Credits earned at TFA in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

If a student elects to pursue a second degree at TFA, the student's grade point average, rate of progress and maximum time frame will reset and begin fresh for the new program of study.

Transfer credits from another college that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the maximum time frame calculation.

The maximum time frame for a student who changes from one field of study to another is adjusted by subtracting the earned course credits that are common to both programs from the total credits in the new program and multiplying that number by 1.5. Depending on the program, the Office of Academic Affairs will evaluate a student's academic progress and transfer all relevant courses. All transfer courses will be counted in completion ratio and used in computing the CGPA. Students must be admitted and enrolled in the new program by the beginning of the applicable term.

>> REPEAT COURSES, WITHDRAWALS AND INCOMPLETE GRADES

If a student repeats a course, the grade earned in the repeated course is included in the calculation of CGPA, rate of completion, and maximum time frame. The original course title and original grade both remain on the official transcript of the student and contribute to the rate of completion and maximum time frame; however, the original grade does not factor into the student's CGPA.

Posted course withdrawals, incomplete grades or non-punitive grades (i.e. pass/fail courses) will affect satisfactory academic progress for federal financial aid eligibility.

>> NOTIFICATION OF ACADEMIC STANDING

Each student's SAP status is measured and evaluated each term, during the student's mid-year and year-end reviews. Failure to meet the requirements needed for SAP may result in financial aid warning, academic warning, probation or dismissal. In addition, students who are on probation will have SAP mandatory sessions with Academic Assistance.

>> SAP FINANCIAL AID WARNING

A student who fails to meet SAP for qualitative or quantitative reasons, or both, will be put on Financial Aid Warning status. This status allows the student to continue with financial aid eligibility for one subsequent payment period. This status may be assigned by the school without appeal from the student. Failure to make SAP after the warning period results in the loss of financial aid eligibility, unless the student successfully appeals and is placed on Academic Probation.

>> SAP ACADEMIC PROBATION AND FINANCIAL AID ELIGIBILITY

A student not in academic compliance after the one semester on
Financial Aid Warning has failed to maintain SAP and will lose financial aid eligibility. The student will be given the opportunity to appeal to the Financial Aid Committee. See the heading "Appeal Process" below for additional information. The appeal must include the special circumstances that prevented the student from maintaining SAP, and what has changed in his/her situation that will allow the student to make SAP at the next evaluation.

The Committee will review the appeal for merit and will determine if the student will establish SAP after one semester. If the appeal is approved, the student will be placed on Academic Probation and will maintain financial aid eligibility for one more semester.

If the Committee determines that the student will require more than one semester to reestablish SAP, the student will be placed on Academic Probation and an academic plan will be developed that must be followed by the student. The student will maintain financial aid eligibility for one more semester, and will remain on Academic Probation until SAP has been reestablished.

The student's progress will be reviewed at the end of the semester on Academic Probation. Failure to have made SAP and/or failure to have met the requirements outlined in the academic plan will result in loss of financial aid eligibility for the subsequent semester. A student on an academic plan will maintain financial aid eligibility so long as the requirements outlined in the plan are met each semester.

>> SAP DISMISSAL

After two consecutive semesters during which the student is not in proper academic compliance regarding CGPA requirements and/or completion rate, that student is dismissed from TFA. Notification of the dismissal will occur during the exit meeting with the student.

>> MAXIMUM TIMEFRAME FOR COMPLETION OF PROGRAM

Students that have attempted 150% of the program and have not completed their degree are immediately dismissed from the program, and are not permitted to enroll in future semesters. If at any point during the student's enrollment it becomes mathematically impossible for the student to graduate within the 150% maximum timeframe, the student will be immediately dismissed. This information will be communicated to the student during the exit meeting with the student.

>> MID-YEAR/YEAR-END EVALUATIONS

Students receive mid-year and year-end evaluations during the academic year from an assigned faculty advisor. Their grades, attendance, and overall comments are presented to the student through the mid-year and year-end evaluation form. SAP outcomes include: warning, probation or dismissal.

>> FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

Failure to maintain Satisfactory Academic Progress as described above will result in financial aid ineligibility. Students will be notified of their failure to meet SAP via TFA email.

>> SAP APPEAL PROCESS

At the time of notification, the student will have the opportunity to complete a Satisfactory Academic Progress Appeal. The Appeal must be completed and returned to the Financial Aid Office within two weeks of notification of SAP failure. This Appeal form will be provided by the Financial Aid Office.

The information required for an Appeal depends upon a student's specific academic record. While students will be notified of which materials will be required for their Appeal, we have outlined the three potential appeal categories and the appeal requirements below.

- If a student's SAP status can be rectified with one successful probationary term, the student will only be required to submit the standard Satisfactory Academic Progress Appeal form.
- If a student's SAP status will require more than one term to fulfill SAP standards, students will be required to submit the Satisfactory Academic Progress Appeal form and an academic plan developed with their advisor.

Upon receipt of all completed appeal materials, students will then be considered for a probationary period of financial aid in order to reestablish satisfactory academic progress.

Please note that these are the minimum materials required for an appeal. Students are encouraged to submit any substantiating documentation that may reinforce the basis for the appeal. The Office of Financial Aid also reserves the right to consult with the student's academic advisor while evaluating an appeal.

>> DENIED APPEALS/STUDENTS WHO CHOOSE NOT TO APPEAL

If a student's appeal is denied by the Committee, or if a student does not complete the appeal process, he/she will remain ineligible for financial aid assistance until Satisfactory Academic Progress is reestablished. Financial aid will not be provided retroactively.

A student who has failed to meet the qualitative standard will need to attain a minimum 2.0 grade point average. A student who has failed to meet the quantitative standard will need to successfully complete the requisite minimum of their units attempted.

A student who successfully meets these minimum standards without financial aid assistance must notify the Financial Aid Office if they wish to be considered for financial aid for subsequent semesters. The Financial Aid Office will review student records and appropriate materials prior to reinstatement.

>> REINSTATEMENT AFTER SAP DISMISSAL

Students who are dismissed from TFA for failing to meet the minimum SAP standards are permitted to reapply to the program in a subsequent semester. The student will be readmitted on the same SAP status as the end of the prior enrollment.

When a student is academically dismissed from TFA according to the academic policies of the particular school and program and is subsequently readmitted, he/she will need to complete the Satisfactory Academic Progress Appeal, along with a signed statement from their advisor and an academic plan for their degree completion. The Academic Status Committee may choose to place the student on probation for the first term after readmission. However, this action does not affect a student's eligibility for federal financial aid. If a student lost financial aid eligibility for failing to maintain SAP at dismissal, he/she will remain ineligible for financial aid assistance until Satisfactory Academic Progress is reestablished.

>> SAP + INSTITUTIONAL AID ELIGIBILITY

Students are ineligible for financial assistance from TFA funds if they fail to maintain Satisfactory Academic Progress. If a student who has previously not been in SAP reenters SAP, he/she may petition the Financial Aid Committee to reinstate the previous scholarship. The Financial Aid Committee may decide to continue some institutional aid when unusual circumstances exist and students demonstrate academic promise.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution).

These rights include:
- The right to inspect and review the student's education records within 45 days after the day Tribeca Flashpoint Academy receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Tribeca Flashpoint Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Tribeca Flashpoint who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Tribeca Flashpoint.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tribeca Flashpoint Media Arts Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Tribeca Flashpoint Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the Academy has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)

COURSE FAILURE + RETAKE POLICY

Every student must fulfill all course requirements within his or her discipline in order to graduate. In the event of a course failure, the student must retake and pass the class before becoming eligible for graduation. Students whose start date is July 9th, 2014 and later will be charged per credit hour for each retake class. This retake charge must be remitted in full prior to the start of the course.

Students who fail the same course or equivalent 3 times are subject to withdrawal from Tribeca Flashpoint Media Arts Academy.

UNIT OF CREDIT

Tribeca Flashpoint Academy courses are awarded credit based on an assessment of course and program outcomes.

A credit hour is defined as:
- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or the equivalent amount of work over a different amount of time.
- The number of credit hours assigned to a traditionally delivered course consists of a minimum of 15 classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; 30 laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; 45 hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three.
- Contact hours are calculated based on the Carnegie unit classification. Based on the Carnegie unit, 1 contact hour is equal to 50 minutes. For TFA, classes equate 60 minutes to 1 contact hour.

GRADUATION REQUIREMENTS

To graduate, all students must successfully complete all degree requirements and obtain a minimum CGPA of 2.00. All other Standards of Satisfactory Academic Progress (SAP) requirements must also be met. See the Standards of Satisfactory Academic Progress (SAP) section for further information.

In addition, all undergraduate students must:
- Return all property, including any and all equipment and library materials belonging to the institution.
- Attend Career Services and Financial Aid exit interviews, if applicable.
- Fulfill all financial obligations to the institution prior to graduation. Students may not participate in graduation ceremonies unless their account is paid in full or satisfactory arrangements have been made with Student Accounts. Graduation credentials will be withheld until the student's account is paid in full.

TRANSFER CREDIT POLICY

To receive transfer credit, all Tribeca Flashpoint Academy students must submit official transcript(s) to the Registrar's Office from approved post-secondary institutions. A paper transcript is considered "official" only as long as it remains sealed in its original envelope.

The deadline for submission is the end of the add/drop period of the term in which the course is scheduled. Transfer credit cannot be awarded after a class is failed at the institution.

Students must submit an official transcript for evaluation before transfer credit may be awarded.

1) Transfer credit will be awarded only for those courses which are equivalent, have a minimum grade of "C-" or better, and are applicable towards a degree or certificate program, which excludes pre-college level or remedial level courses.

2) Transfer credit can only be awarded from coursework taken at the external institution that issued the official transcript.

3) Tribeca Flashpoint Academy students submitting transcripts from foreign institutions must have an official evaluation from an National Association of Credential Evaluation Services, Inc. (NACES) approved evaluation service on file.

4) Advanced Placement (AP) Examinations provide students with the opportunity to complete college-level coursework while in high school and to gain valuable skills and study habits for college. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination, transfer credit is awarded according to the American Council on Education (ACE) recommendations for the respective course requirements. Students must submit a copy of an official AP score report to be evaluated for this transfer credit award.

5) The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college-level achievement. Tribeca Flashpoint awards transfer credit for equivalent coursework based on CLEP examination scores as recommended by the American Council on Education (ACE) for the respective courserequirements. Students must submit an official CLEP score report to be evaluated for this transfer credit award.

6) The institution currently does not award credit for life experience.

7) Tribeca Flashpoint Academy reserves the right to approve or deny any request for transfer credit. Grades earned on approved credits will not be applied toward the TFA GPA calculation but will be reflected on the student's official transcript.

Associate Program: The courses accepted for transferability are limited to the general education classes listed below.

Students who have earned a bachelor's degree or higher from an accredited institution will receive transfer credit for English Composition I and II, General Math or College Algebra, and Oral Communication

Individual Courses:

- Composition I (ENG101)
- Composition II (ENG102)
- General Math (MTH101) or College Alegbra (MTH 103)
- Oral Communication (SPH101)

Bachelor's Program: The courses accepted for transferability are limited to the general education classes listed below. Discipline courses may also be transferable but require approval through the department chair.

- Art History (HUM112)
- Computer Technology (CSC101)
- Composition I (ENG101)
- Composition II (ENG102)
- General Math (MTH101) or College Alegbra (MTH103)
- Introduction to Astronomy (SCI201)
- Introduction to Psychology (PSY201)
- Introduction to Sociology (SOC101)
- Oral Communication (SPH101)
- Language+Symbols+Society (HUM411)
- The Biology of Humans (SCI302)
- The Hero's Journey (LIT101)
- Western Civilization (HIS302)
- World Cultures (HIS201)

TRANSFER OF CREDIT FROM TFA TO OTHER COLLEGES

The institution does not imply or guarantee that credits completed at the institution will be accepted by or transferable to any other school, university, or academy. Each college has its own policies governing the acceptance of credit from other colleges. Students seeking to transfer credit earned at the institution should contact the college to which they seek admission for that college's policies on credit transfer.

ADD/DROP POLICY

For students whose start date is July 9th, 2014 and later, the drop/add period is the first six business days of the student's academic session. During this time frame, students may drop or add classes to their schedules. Please note that course restrictions such as prerequisites and maximum capacity must be adhered. After the drop/add period has closed, students are responsible for any tuition and fees associated with their registered course load. TFA reserves the right to approve or deny any request. Furthermore, courses dropped may result in an extension of the student's original graduation date.

COURSE WITHDRAWAL POLICY

The course withdrawal period is the end of third full academic week of the student's academic session. Students are responsible for any tuition and fees associated with the course. Students will earn a W grade for the course and will be responsible for retaking the course and the fees associated with repeating the course. Furthermore, this may result in an extension of the student's original graduation date.

STUDENT RECORD RETENTION

The institution maintains student records on campus for a minimum of seven years. Student transcripts are retained permanently.

OFFICIAL TRANSCRIPTS

The official transcript is the statement of a student's academic record issued by the Registrar's Office printed on official transcript paper and containing the school's seal. It lists all courses completed and grades earned in chronological order by term. Transcripts also contain a student's transfer coursework summary, academic status, and degrees received.

If you have an outstanding balance preventing release of your transcript, we will not be able to issue your official transcript. Please contact the Student Accounts office at 312.506.0619 or via email at studentaccounts@tfa.edu.

>> COST AND DELIVERY TIME

$5.00 – Standard Transcript Processing Fee
$35.00 – Rush Processing Fee*

Standard Transcript requests are mailed via U.S. Postal Service regular mail and follow standard lead and delivery times. Transcripts can also be picked up in person. Please allow at least five (5) business days for processing.

Transcript requests ordered via Rush Processing will be mailed out via FedEx Standard Overnight and must be received by 2pm CST to ensure next business day delivery.

>> OFFICIAL TRANSCRIPT REQUEST INSTRUCTIONS

To request an Official Transcript, please visit the Transcript Request section of the Tribeca Flashpoint Academy website (www.tfa.edu/transcript-request). Please fill out the form, and be sure to include the following information:

- Current Name
- Name While Attending
- SSN or Student ID Number
- Dates of Attendance
- Date of Birth
- Address of Recipient(s)
- Credit Card Information (include credit card number, expiration date, billing address, and CVC#) - Note: Cash or check can be accepted in person only.
- YOUR SIGNATURE AND THE DATE *(we will not process a request without your signature)*

Mail, email, or hand-deliver your request to the Registrar's Office:
Tribeca Flashpoint Media Arts Academy - Registrar's Office
28 North Clark Street, 5th Floor
Chicago, Illinois 60602
Email: registrar@tfa.edu

GRADING SYSTEM

Grades are based on the quality of work demonstrated by quizzes, tests, projects, assignments, attendance, participation, and effort as outlined in each course syllabus. Quality Points are calculated for each course by multiplying the point value for the grade by the credit hour value of the course. For example, a 3 credit hour course with a grade of B would yield 9 Quality Points (credit value of 3 times grade point value of B [3.00] equals 9 points). The Cumulative Grade Point Average (CGPA) is calculated by dividing the total quality points by total credits attempted.

GRADING SYSTEM EXPLANATION

Letter Code	Percentage	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	94-100	Yes	Yes	Yes	4.00
A-	90-93	Yes	Yes	Yes	3.70
B+	87-89	Yes	Yes	Yes	3.30
B	84-86	Yes	Yes	Yes	3.00
B-	80-83	Yes	Yes	Yes	2.70
C+	77-79	Yes	Yes	Yes	2.30
C	74-76	Yes	Yes	Yes	2.00
C-	70-73	Yes	Yes	Yes	1.70
D	60-69	No	Yes	Yes	0.00
F	Below 60	No	Yes	Yes	0.00
W	Withdrawal	No	No	No	0.00
I	Incomplete	No	No	No	NA
P	70-100	No	No	No	0.00
FL	Below 60	No	No	No	0.00
AU	Audit		No	No	No / 0.00

The chart above describes the impact of each grade on a student's academic progress in terms of CGPA. The definitions below are helpful in understanding how the institution views each course's final grade.

At TFA, a grading percentage of 70% or better is required to earn a passing grade, and a CGPA of 2.00 or better to remain in good academic standing. CGPA, and other institutional measures such as Tribeca Flashpoint Professionals Standards and overall attendance, are formally reviewed twice per year to track student performance.

Please refer to the section titled Standards of Satisfactory Academic Progress (SAP) for more information.

LETTER GRADE EXPLANATION

A - EXCELLENT
Student exhibits mastery of the material; demonstrates the ability to express and apply the material in a creative way, i.e., not simply what has been covered in the class or texts. Student demonstrates a strong articulation of personal voice, both in the work completed and in the presentation of material to the class.

B - GOOD
Student exhibits an advanced understanding of material covered in class; has some consistency in performance on tests and assignments; presents the material in a clear, organized fashion, but still needs further work on clear expression of ideas.

C - FAIR
Student demonstrates basic understanding of material covered in class. Concepts and facts are correct and covered in adequate depth; exhibits inconsistency (some areas covered well, others poorly, indicating some confusion over the material) or inability to clearly express understanding of the material.

D - POOR
Student demonstrates perfunctory comprehension of the material; inconsistency of performance on tests and assignments; misunderstanding of the material; incomplete application of skills; excessive absences or lateness. Students must retake the course if a D grade is earned as a final grade.

F - FAILURE
Student fails to complete and hand in assignments as stated; complete or near complete misunderstanding of the material; plagiarism; illiteracy; excessive absences or lateness. Students must retake the course if a F grade is earned as a final grade.

W - WITHDRAWAL
Student withdraws from the institution while enrolled in the current course, or the student drops the course as outlined in the Bulletin. Students must retake the course if a W grade is earned in the course.

I - INCOMPLETE
Incompletes are given at the discretion of the Office of Academic Affairs and the course instructor.

A student is considered for an incomplete grade only if:
- All work is completed through 80% of the semester
- Work through that time period is at least a 70% or better

The following procedures apply to students who receive an incomplete grade:
- The student is responsible for meeting with his or her instructor.
- The student and instructor should agree in writing to the work that is to be completed and to the timeframe allotted for completion of the work. Under most circumstances, this timeframe should be limited to five weeks unless the documented problem qualifying the student for an incomplete grade extends beyond that time period.
- The instructor will record an incomplete grade on the grading roster and will change the grade when and if the work is completed according to the agreement.
- Incomplete work must be completed by the agreed-upon deadline or the grade will be changed to an "F"

P - PASS
Student passes or demonstrates successful completion of a pass/fail 0 credit course. Letter grades of "P" are only given for remedial classes, numbered < 100, for which no credit is given.

FL - FAILURE
Student fails to complete and hand in assignments as stated; complete or near complete misunderstanding of the material; plagiarism; illiteracy; excessive absences or lateness in a pass/fail 0 credit course. Students must retake the course if a FL grade is earned in the course. Letter grades of "FL" are only given for remedial classes, numbered < 100, for which no credit is given.

AU - AUDIT
Student is attending a credit bearing class as a visitor.   The student will not earn any credits upon completion of the course.

PASS/FAIL COURSES

All courses numbered below < 100 are Pass/Fail Courses at Tribeca Flashpoint Academy.

AUDIT POLICY

Students have the ability to audit one class maximum per semester upon approval by the instructor and Department Chair. The audited course will be indicated on the student's transcript with the letter grade "AU" for Audit. Until the audit form has been approved and processed by the Registrar's Office, a student is not allowed to attend class. A student may audit a course provided the following requirements are met:

- 3.5 GPA is required and must be maintained
- Must be a second-year student
- Student must submit a written proposal/essay outlining which class they would like to audit as well as an explanation on why he or she wants to audit the course

RESIDENCY REQUIREMENT

ASSOCIATES PROGRAMS: All students enrolled in the associate programs must complete their last three courses at Tribeca Flashpoint Media Arts Academy to qualify for graduation.

BACHELORS PROGRAMS: All students enrolled in the bachelor's degree programs must complete a minimum of 60 credits of their degree program credits in residence at Tribeca Flashpoint Media Arts Academy in order to qualify for graduation.

TFA ONLINE COURSES

All online courses and hybrid courses maintain the same standard outlined in the bulletin. Specific changes include:

>> *ATTENDANCE, ABSENCES + TARDINESS*

Attendance in an online/digital environment is measured via completion of assignments. Assignments turned in past the assigned due date constitute an absence. Affect of absence on assignment's grade is at the discretion of the faculty.

Absences that account for more than 15% of all assignments will result in the lowering of one or more letter grades of the overall course grade at the discretion of the instructor. Missing 30% or more will result in automatic failure of the course.

>> *EXCUSED ABSENCES*

Given the nature of online/digital learning, absences may be stricken from a student's academic record in the case of family emergencies or unforeseen, time-intensive situations. Medical emergencies and legal obligations must be supported by documentation handed directly to the Office of Academic Affairs. Family emergencies are justified at the discretion of the Office of Academic Affairs. All documentation must be submitted prior to the last day of the course or courses in question.

>> *UNIT OF CREDIT*

For an online course, one semester hour of credit equates to 15 estimated hours spent on course activities, course assignments, course related materials, or any combination therein.

Online course options are available in ENG101, ENG102, MTH101, SPH101. Students taking online courses must have reliable internet access.

CHANGE OF ENROLLMENT STATUS

WITHDRAWAL

To withdraw from the institution, the student must contact the Office of Academic Affairs to sign the Student Withdrawal Form. The official withdrawal date will be the day signed paperwork is received by the Office of Academic Affairs.

A student can give verbal notice of withdrawal by speaking with or leaving a message on the voicemail of Dean of Students, Student Accounts or Financial Aid.

If a student expresses a desire to withdraw verbally, but not to the aforementioned persons, the employee (faculty or staff) who hears the potential intent to withdraw will send an email to withdrawal@tfa.edu alerting the administration of the potential to withdraw. This must occur the same day as the student's statement. Individuals authorized to handle withdrawals will follow up with the student as your email to withdrawal@tfa.edu prompts a series of checkpoints to determine whether the student will withdraw or not.

PROBATION

See "SAP Probation" and "Disciplinary Action Process"

SUSPENSION

See "Disciplinary Action Process"

DISMISSAL

A student can be dismissed from the institution for the following reasons:

- **Administrative:** See "Disciplinary Action Process" and "SAP Dismissal"
- **No Contact:** After a student fails to enroll in the next term in which his/her next class is scheduled, three attempts at contact will be made by the Registrar's Office. If the student does not respond, he/she will be dismissed from the institution.
- **Absence:** The unexplained absence of a student from the institution for more than 10 school days/14 calendar days shall constitute constructive notice of cancellation to the institution. For purposes of cancellation the withdrawal date will be 14 calendar days after the last recorded day marked present.
- **Financial:** Students may be dismissed for financial reasons due to the non-payment of outstanding balances. Once the determination has been made to withdraw the student for financial reasons and the student has been notified, the withdrawal is final and the student cannot reenter during that term. Following a Financial Withdrawal, the student must follow the formal re-entry process through the Office of Academic Affairs.

LEAVE OF ABSENCE

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

Leave of Absence Conditions *(the following conditions may be considered):*

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty

A Student May Be Granted a Leave of Absence (LOA) If:

- A LOA request is submitted in writing, which includes the reason for the request, prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 21 days of their last date of attendance.
- The total time requested off must not exceed 180 days (cumulative) in any consecutive twelve-month period.
- A student must have completed at least one semester at the institution.

Failure to return from an approved leave of absence will result in the student's dismissal.

REINSTATEMENT

Reinstatement is the same regardless of the circumstances of the student's exit. Students must submit a written request, including the date submitted, to the Admissions Department

The student must then meet with the Dean of Students and the Chair or Associate Chair of the student's department and must complete the Tribeca Flashpoint Academy Re-Entry Form. Completion of the form and its evaluation by the Office of Academic Affairs and Chair of the department may result in a complete reinstatement or in subsequent meetings with the student, which may or may not include the student's family. Further materials (documentation, references, etc.) may be required.

Tribeca Flashpoint Academy maintains a written record of all proceedings, and provides ample feedback regardless of the final decision. All re-entering students must complete a new Enrollment Agreement and will be charged the rate of tuition in effect at the time of re-entry.

Students who are reinstated are not extended scholarship assistance. Students may request consideration for assistance by written appeal to the TFA Scholarship Committee and the Office of Academic Affairs. Scholarships are decided at the sole discretion of the Scholarship Committee.

CAMPUS SAFETY AND SECURITY POLICIES

CAMPUS SAFETY + SECURITY
It is important for students, as well as other members of the campus community, to take responsibility for their own safety and well-being. TFA strongly encourages students to take steps to ensure the safety and security of their belongings, themselves, and others. The Campus Safety Office keeps a daily crime log that reports any criminal incidents that occur on the campus. This information is available for review by anyone in the community, with reasonable notice given. Information in the crime log includes the following: the nature of the crime, the date and time the crime occurred, a general location of the crime, and any known disposition of the complaint. TFA reserves the right to keep the confidentiality of both the victim and the accused in any of these situations except as may be required by law.

CAMPUS SAFETY OFFICE
TFA maintains a security team supervised by the SVP of Operations. Additional persons to whom a student or employee may report a crime or emergency include the Dean of Students and the Registrar. Security officers have civil enforcement authority only. They do, however, work closely with the Chicago Police Department and Cook County Sheriff's Office, when assistance is required. TFA security officers have no official arrest powers. City, county, or state law enforcement officers make all arrests. Student and staff may contact the appropriate authorities directly, or security officers will make contact on behalf of the institution or individuals involved if the officers consider it necessary or if requested. TFA takes any reported criminal action seriously and responds to it accordingly; subsequently, the institution relies on law enforcement authorities to assist during criminal investigations and appropriate emergencies.

CAMPUS AWARENESS OF SECURITY SERVICES
TFA takes crime prevention seriously and will inform students and staff throughout the year regarding various programs and opportunities to learn about campus security procedures and practices. The annual Orientation for new students includes presentations on such topics as personal safety, sexual assault prevention, home security, domestic violence, workplace violence, and hate crimes, and are offered by a variety of experts in these areas. Faculty, staff, and students are strongly encouraged to attend these programs. Crime prevention information is posted on campus bulletin boards, and safety information is presented during biannual emergency management drills. Further, regular safety updates are sent to faculty, staff and students from the Campus Safety Office. Documentation of educational programming and safety updates are maintained by Campus Public Safety.

SECURITY OFFICER ON CAMPUS
Security personnel monitor all campus buildings while the school is open. Security officers have access to all areas of campus and ensure the safety and security of all areas.

CAMPUS POLICIES

ID POLICY
All students, staff, and faculty are required to posses a Tribeca Flashpoint Academy identification card at all times while on campus. The identification card is to be worn so that it is visible at all times. Idenitification cards are issued by the Campus Safety Department. Each user is entitled to one replacement ID at no cost. A fee will be charged for any subsequent replacements. Replacement IDs can be requested through the Campus Safety Department.

CAMPUS GUESTS
Tribeca Flashpoint Academy's facilities are open to members of the TFA community and their guests. Tribeca Flashpoint Academy requires that students bringing guests on campus gain prior approval from the Office of Academic Affairs at least 48 hours before their campus visit. If a student entertains guests anywhere on campus or at an institution-sponsored event, the student is responsible for the behavior of those guests at all times. All guests must wear a guest ID while on campus. It is the responsibility of the student to see that his/her guest follows all rules of the campus.

Guests under the age of sixteen are prohibited from entering campus without prior written approval. Guests who violate the Standards of Conduct as put forth in this bulletin may be asked to leave the premises and the host student may face disciplinary action.

LOSS AND THEFT
Tribeca Flashpoint Academy is not responsible for personal belongings that are lost or stolen from campus. Lost and found items may be deposited with the Office of Academic Affairs or Security. Students are encouraged to ensure their personal items against loss and theft.

Theft of or vandalism to property of the institution or the property of a member of the institution community is a violation of

civil law and prohibited by TFA. The institution is not responsible for replacing items lost or stolen from classrooms, the Info Commons, or other public or private areas. Losses should be reported to the Office of Academic Affairs.

ON-CAMPUS ADVERTISING OR SALES
Campus bulletin boards are available for use by faculty, students, and staff. All materials to be posted (posters, flyers, artwork, signs, advertisements, etc.) by members of the Tribeca Flashpoint Academy community or outside sources must be approved by the Office of Academic Affairs before posting on campus. Students cannot advertise personal services or sell products on campus. Outside vendors are not permitted on institution property without prior approval of the Office of Academic Affairs.

FOOD AND BEVERAGES
No food or beverages are permitted on the 5th or 6th floor common areas, computer labs, mini suites or control rooms. Food and beverages are allowed in the vending room on the 5th floor (Mustard room). A resealable transparent bottle containing water is permitted in classrooms. Food and drink are permitted on the 4th floor.

BAGS ON CAMPUS
No bags, including laptop bags and backpacks, are allowed in the Matrix or in the Screening Room.

STUDENT LOCKERS
Students are required to register their lockers with Campus Public Safety at the beginning of the academic year. Students will be notified via email when lockers are to be vacated at the end of the academic year.

SMOKING
Tribeca Flashpoint Academy is a smoke-free environment. Smoking is prohibited in all offices, hallways, classrooms, labs, editing rooms, conference rooms, lounges, screening room, common areas of the institution, and in front of the main entranceway on North Clark Street. Smoking outside Burnham Center is prohibited inside a radius of 15 feet. Students who do not comply will face disciplinary action from the institution or fine from the City of Chicago as dictated under the Smoke Free Illinois Act.

DRESS CODE
Tribeca Flashpoint Academy prepares students for professional careers and therefore expects students to dress in appropriate attire while on campus or at any facility being used by the institution. Hats are not to be worn while on the TFA campus. Professional attire is requested by all students when special guests or dignitaries visit campus.

PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR EMERGENCIES
TFA encourages individuals to report any crime accurately and promptly to a Campus Safety Officer. For immediate assistance, please contact Campus Safety. Students may also contact the Chicago Police Department if they are the victim of a crime, if they witness a crime, or if they have information that would aid in solving a crime. Additional persons to whom a student or employee may report a crime or emergency include the Dean of Students or Senior Campus Safety Officer.

TIMELY REPORTING OF SPECIFIC CRIMES OR OFFENSES
When a known crime risk might endanger students or employees, Campus Public Safety will notify the campus community in a timely manner through one or more of the following methods, depending upon the nature of the incident:
- Immediate notification via telephone to the Dean of Students
- Immediate notification of student body via email or text

The Campus Public Safety Office may also find it appropriate to contact local police to request information about crimes reported to them that would qualify under the Clery Act.

ANNUAL DISCLOSURE OF CRIME STATISTICS
The Student Right-to-Know and Campus Security Act requires all institutions of higher education to collect and maintain statistics concerning specific crimes and to report these statistics annually to students and employees. Upon request, the information is provided to any applicant for enrollment or employment. It is TFA's intent to comply fully with the Act, and the statistical information provided in the tables following is intended for this purpose.

TFA, in complying with this Act, gathers statistics concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of certain offenses. The statistics are gathered from Dean of Students, the Campus Safety Department, and the Chicago Police Department. The information is recorded in the year in which the crime was reported to a security authority.

CRIMINAL STATISTICS

Criminal Offense	Year	On-Campus	Non-Campus	Public Property	Total
Robbery	2011 2012 2013	O	O	O	O
Aggravated Assault	2011 2012 2013	O	O	O	O
Burglary	2011 2012 2013	O	O	O	O
Motor Vehicle Theft	2011 2012 2013	O	O	O	O
Arson	2011 2012 2013	O	O	O	O
Criminal Homicide: Murder & Non-Negligent Manslaughter	2011 2012 2013	O	O	O	O
Criminal Homicide: Negligent Manslaughter	2011 2012 2013	O	O	O	O
Sex Offenses: Forcible Sex Offenses	2011 2012 2013	O	O	O	O
Sex Offenses: Non-Forcible Sex Offenses	2011 2012 2013	O	O	O	O

Hate Crime	Year	On-Campus	Non-Campus	Public Property	Total
Robbery	2011 2012 2013	O	O	O	O
Aggravated Assault	2011 2012 2013	O	O	O	O
Burglary	2011 2012 2013	O	O	O	O
Motor Vehicle Theft	2011 2012 2013	O	O	O	O
Arson	2011 2012 2013	O	O	O	O
Larceny/Theft	2011 2012 2013	O	O	O	O
Simple Assault	2011 2012 2013	O	O	O	O
Destruction, Damage or Vandalism of Property	2011 2012 2013	O	O	O	O
Any Crime Involving Bodily Injury	2011 2012 2013	O	O	O	O
Intimidation	2011 2012 2013	O	O	O	O
Criminal Homicide: Murder & Non-Negligent Manslaughter	2011 2012 2013	O	O	O	O

Criminal Homicide: Negligent Manslaughter	2011 2012 2013	O	O	O	O
Sex Offenses: Forcible Rape	2011 2012 2013	O	O	O	O
Sex Offenses: Non-Forcible Rape	2011 2012 2013	O	O	O	O

Arrest/Persons Referred For Campus Disciplinary Action	Year	On-Campus	Non-Campus	Public Property	Total
Liquor Law Violations: Arrests	2011 2012 2013	O	O	O	O
Liquor Law Violations: Disciplinary Actions	2011 2012 2013	O	O	O	O
Drug Law Violations: Arrests	2011 2012 2013	O	O	O	O
Drug Law Violations: Disciplinary Actions	2011 2012 2013	O	O	O	O
Illegal Weapons Possessions: Arrests	2011 2012 2013	O	O	O	O
Illegal Weapons Possessions: Disciplinary Actions	2011 2012 2013	O	O	O	O

Fire Report	Year	On-Campus	Non-Campus	Public Property	Total
False Fire Alarms - Deliberate Acts	2013	O	O	O	O
Fire Alarms Mechanical, Accidental	2013	2	O	O	O
Fires - Campus	2013	O	O	O	O
Fires Total	2013	O	O	O	O
Injuries Due to Fire	2013	O	O	O	O
Deaths Due to Fire	2013	O	O	O	O

COURSE
CATALOG

ASSOCIATE OF APPLIED SCIENCE
60 CREDITS

The **Animation + Visual Effects** program is designed to broaden the understanding of the production and post-production pipelines that are a vital part of the industry. Students study the history of the industry and tools, various professional pipelines, character rigging, character modeling, hard surface modeling and environment modeling, character animation and compositing of both real and computer generated (CG) assets, story structure, and how to create a demo reel. Students also learn to shoot and edit live action footage that will be used in the production of visual effects shots. To successfully complete the Animation + Visual Effects A.A.S. program, students must satisfactorily complete 15 credit hours of Core Studies and 45 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

YEAR ONE - ANIMATION + VISUAL EFFECTS COURSE DESCRIPTIONS

VFX107 - MODELING
Modeling teaches students how to create 3D polygon models using industry standard modeling tools. The aesthetics of simplicity are important as it relates to edge flow and texture generation. A firm understanding of edge flow and texture coordinates (UV Mapping) are required to continue as a digital artist. Students will learn modeling techniques, industry standard rendering software and pipelines to achieve the highest level of visual quality. All these techniques will be used throughout the curriculum to continue to develop the quality of assets, and the artistic abilities of each student.
Total Contact Hours: 45 / Total Credit Hours: 3

VFX109 - VISUAL EFFECTS + MOTION I
Visual Effects + Motion I is a practical, hands on course designed to teach students the skills necessary to create realistic and appealing composites in a production environment, on time and on budget. Skills such as shooting plates, color correction, two and three dimensional tracking, rotoscoping, and pulling keys are covered. Industry standard layer-based compositing and digital content creation tools are used to reinforce best practices and creative problem solving skills.
Total Contact Hours: 45 / Total Credit Hours: 3

VFX119 - VISUAL EFFECTS + MOTION II
Visual Effects + Motion II takes students further into the mechanics of visual effects and compositing. Students will learn industry standard node-based compositing and tackle advanced rotoscoping, clean plating, pipe-line scripts, planar tracking, optical fx, and render layers. Students will also learn how to card in effects elements into the 3D environment of the compositing software.
Prerequisite: VFX109
Total Contact Hours: 45 / Total Credit Hours: 3

VFX122 - ANIMATION PRINCIPLES
Animation Principles is the foundation of all the subsequent animation courses. Students learn how to apply core animation principles through classic animation exercises. Principles of timing, arcs, silhouette, anticipation and follow through are manipulated to visually convey weight, force, self impulse and emotion to bring otherwise inanimate objects to life. Best practices are learned using industry standard 3D software to enable students to effectively create appealing animated objects and characters.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM105 - MOTION GRAPHICS I
Motion Graphics I provides an introduction to moving image design – the aesthetics and techniques in the development of titles, interstitials, moving graphics and animations in current and emerging software.
Prerequisite: VCM110
Total Contact Hours: 45 / Total Credit Hours: 3

VCM110 - PRINCIPLES OF DESIGN
Principles of Design focuses on the history of design and its applications, as well as focuses on the basic principles of design: terminology, methods of problem-solving, aspects of composition, visual hierarchy, content development, scale, contrast and pattern. Students will study design movements while learning the fundamentals behind any good design.
Total Contact Hours: 45 / Total Credit Hours: 3

YEAR TWO - ANIMATION + VISUAL EFFECTS COURSE DESCRIPTIONS

VFX112 - RIGGING
Rigging teaches the mechanical nuts and bolts of bringing prop and character models to life using techniques such as creating bones, constraints, skeletons, skinning, and weight painting. Upon completion of the course, students will understand the bridge

between modeling and animation, and specifically, how rigging increases quality and productivity in animation production.
Total Contact Hours: 45 / Total Credit Hours: 3

VFX205 - SIMULATIONS
Simulations gives students an intermediate understanding of the art and science of creating physically accurate computer simulations using particles, fluids, rigid bodies, and soft bodies. From there the students will incorporate the simulations into live action plate shots as well as composite them inside industry standard compositing packages.
Total Contact Hours: 45 / Total Credit Hours: 3

VFX211 - HIGH POLY MODELING
High Poly Modeling is an intro course for high polygon digital sculpting. Students are introduced to industry standard high polygon modeling tools. There is a strong focus on traditional as well as digital art. Students will learn best practices and techniques to add fine detail to 3D models and export texture maps and models to other digital content creation applications used in CG production pipelines. Students will also use industry standard rendering software and pipelines to achieve the highest level of visual quality.
Prerequisite: VFX107
Total Contact Hours: 45 / Total Credit Hours: 3

VFX225 - FLASHPOINT ACADEMY STUDIOS
Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their portfolios.
Total Contact Hours: 45 / Total Credit Hours: 3

VFX234 - PORTFOLIO DEVELOPMENT
In Portfolio Development students work with their finished and in-progress assets to design, develop and present their strongest work in multiple portfolio formats expected of today's industry professional, including but not limited to: print books, web sites, motion reels and professional artist brand identity assets to prepare for the job market and the start of their careers.
Total Contact Hours: 45 / Total Credit Hours: 3

VFX245 - ADVANCED TOPICS: MODELING
Advanced Topics: Modeling is an intensive course that is exercise and project-based. Students will learn advanced modeling techniques and theories through practice. Areas of practice will vary from hard surface to human anatomy. There is a strong focus on traditional as well as digital art. Students will be required to create industry standard level of quality and usability following best practices and techniques learned. Students will also use industry standard rendering software and pipelines to achieve the highest level of visual quality.
Total Contact Hours: 90 / Total Credit Hours: 3

VFX247 - ADVANCED TOPICS: VISUAL EFFECTS + MOTION
Advanced Topics: Visual Effects + Motion is an intensive course that is exercise and project-based. Students will learn advanced compositing and animation techniques and tools. Areas of practice vary from live action and computer-generated compositing to complex animations. Students will be required to create industry level quality animations that are later rendered into a professional composite.
Total Contact Hours: 90 / Total Credit Hours: 3

VFX281 - RENDERING TECHNIQUES
Rendering Techniques is designed to introduce students to the basics of rendering images and sequences. The student will also explore the simulation of primary and secondary light and shadow, reflection and refractions, and how modern rendering engines handle atmospheric effects. Students will render images and sequences that they have created in other courses to the highest quality. These images will be used to enhance their demo reels and portfolios.
Total Contact Hours: 45 / Total Credit Hours: 3

The **Design + Visual Communication** program exposes students to all aspects of contemporary visual design throughout their two years in the program. Year one is the foundation in basic concepts and their application to a variety of visual media. Year two examines career choices, whether corporate or entrepreneurial, and deepens the student's knowledge of problem-solving in a variety of design environments and projects. Students explore all aspects of Visual Communication: Principles of Design, Image Manipulation, Motion Graphics, User Interface, Social Media, Package Design, Workflow and a variety of Design Studio models to inform their future career choices. This program provides students with the necessary skills to work in these fields through hands-on learning with state of the art equipment in the classroom and labs. Students develop not only the technical skills needed for success, but also the collaborative, problem-solving, and aesthetic skills needed in the professional world of Visual Communication + Design. To successfully complete the Design + Visual Communication A.A.S. program, students must satisfactorily complete 15 credit hours of Core Studies and 45 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

YEAR ONE - DESIGN + VISUAL COMMUNICATION COURSE DESCRIPTIONS

VCM103 - DIGITAL IMAGE MANIPULATION

Digital Image Manipulation exposes students to image manipulation through current and emerging techniques and software. Basics of still photography and composition will be explored, as well as the various manipulation strategies available through the computer, enabling students to communicate through sophisticated design manipulation.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM105 - MOTION GRAPHICS I

Motion Graphics I provides an introduction to moving image design – the aesthetics and techniques in the development of titles, interstitials, moving graphics and animations in current and emerging software.
Prerequisite: VCM110
Total Contact Hours: 45 / Total Credit Hours: 3

VCM110 - PRINCIPLES OF DESIGN

Principles of Design focuses on the history of design and its applications, as well as focuses on the basic principles of design: terminology, methods of problem-solving, aspects of composition, visual hierarchy, content development, scale, contrast and pattern. Students will study design movements while learning the fundamentals behind any good design.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM112 - USER INTERFACE + USER EXPERIENCE

User Interface + User Experience teaches students how to define the real needs and goals of a target audience, determine the range of required features and functionality of a given concept, and develop a style that communicates a relationship with the end user.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM113 - BRAND IDENTITY

In Brand Identity, students will explore brand identity and develop corporate logo and identity packages while further exploring contemporary applications of design and communication. Students will work with in-house "clients" on design teams developing identity strategies and marketing materials.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM150 - WEB DEVELOPMENT I

Web Development I introduces students to the foundation topics associated with application development for the World Wide Web. Initial assignments utilizing the HyperText Markup Language (HTML), Cascading Style Sheets (CSS) and the Document Object Model (DOM) will expose the student to the basic language and structure of web pages. The student will then proceed to add interactivity to their web pages via JavaScript and Adobe Flash techniques. Upon completion of Web Development I students will be able to build basic interactive web pages.
Total Contact Hours: 45 / Total Credit Hours: 3

YEAR TWO - DESIGN + VISUAL COMMUNICATION COURSE DESCRIPTIONS

VCM205 - MOTION GRAPHICS II

Motion Graphics II moves students through more advanced features and techniques in the development of complex info-graphics, lower-thirds, title and credit sequences and more. Building off of skills and experiences in previous coursework, students will combine a variety of different media into robust, engaging and informative animation experiences.
Prerequisite: VCM105
Total Contact Hours: 45 / Total Credit Hours: 3

VCM212 - PACKAGE DESIGN

Package Design covers the basic design principles as applied to three-dimensional package design and corporate marketing strategies across multiple mediums.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM215 - SOCIAL MEDIA DESIGN

Social Media Design provides an introduction to social media design and marketing tools, and enables students to hone their design skills through the integration of cutting edge marketing strategies and platforms for clients.
Prerequisite: VCM112
Total Contact Hours: 45 / Total Credit Hours: 3

VCM225 - FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their portfolios.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM234 - PORTFOLIO DEVELOPMENT

In Portfolio Development students work with their finished and in-progress assets to design, develop and present their strongest work in multiple portfolio formats expected of today's industry professional, including but not limited to: print books, web sites, motion reels and professional artist brand identity assets to prepare for the job market and the start of their careers.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM245 - ADVANCED TOPICS: BRAND MANAGEMENT

Advanced Topics: Brand Management is an intense practicum learning experience that prepares an emerging professional to pursue a career In the evolving world of design. Building off of the skills and experiences from previous courses, students will select, scope, design and manage a variety of projects that emphasize the critical elements of comprehensive brand consistency, evolution and management across a variety of media outlets, including print, motion graphics, interactive digital devices, live events and on-location installations.
Total Contact Hours: 90 / Total Credit Hours: 3

VCM247 - ADVANCED TOPICS: EXPERIENTIAL DESIGN

Advanced Topics: Experiential Design is an intense practicum learning experience that prepares an emerging professional to pursue a career In the evolving world of design. Building off of the skills and experiences from previous courses, students will select, scope, design and manage a variety of projects that emphasize the critical elements of comprehensive experience-based design across a variety of media outlets, including print, motion graphics, interactive digital devices, live events and on-location installations.
Total Contact Hours: 90 / Total Credit Hours: 3

GAM135 - INTERACTIVE DESIGN

The Interactive Design course is meant to introduce students to the creation, prototyping and documentation of the interactive user experience. Basic interactive design, interface design, information design, and human-computer interaction are also covered. A detailed study of how interactive software functions, including rule design, mechanics, balancing, social interaction and the integration of visual, audio, tactile and textual elements into game products are some of the topics covered. Game prototyping and design documentation are key focuses of this course.
Total Contact Hours: 45 / Total Credit Hours: 3

The **Film + Broadcast** program is designed to give students exposure to all areas in film and broadcast during their first year and to focus their studies on a specific area of interest their second year. Students explore all aspects of film and broadcast: writing, cinematography, directing, producing, and editing. The program gives students the skills necessary to work in these fields through hands-on learning with state-of-the-art equipment in the classroom and on location. Students develop not only the technical skills needed for success, but also the collaborative, problem solving, and aesthetic skills needed in the professional world of film and broadcast. Throughout the two-year program, students create short films and broadcast pieces with their peers. These pieces are incorporated into the students' professional reels completed at the end of the second year, which prepare students to enter the film and broadcast industry. To successfully complete the Film + Broadcast A.A.S. program, students must satisfactorily complete 15 credit hours of Core Studies and 45 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

YEAR ONE - FILM + BROADCAST COURSE DESCRIPTIONS

FLM106 - SCREENWRITING
Screenwriting addresses the major components of writing for film. The areas covered in the course include: the differences in story structure between short and long form, developing good stories, the critical necessity of rewrites, the relationship with the producer and director, receiving notes, and polishing.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM107 - DIRECTING
Directing provides hands-on experience in the major facets of directing: finding material that appeals to you, interpreting a script, working with actors, casting, rehearsals, pre-visualization processes, storyboarding, on-set protocols, creative blocking of scenes, and working with key creatives such as the producer, DP, art director, assistant director, production designer and sound designer. This course encourages students to deeply examine their choices regarding the major elements of any film, including story structure, characterization, scene development, the use of color, sound, movement (character and camera), environment, and the use of space. This course teaches students how to conduct themselves professionally as a director on any project.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM111 - CINEMATOGRAPHY
Cinematography introduces basic camera and lighting techniques for students with little or no cinematography experience. Students become familiar with uses of professional camera and lighting equipment and important cinematography procedures. The roles of the grip, electric and camera departments on the film set are also explored. This course encourages intelligent, thoughtful approaches to lighting and camera work based on narrative storytelling practices.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM116 - POSTPRODUCTION
Postproduction provides hands-on video and sound editing experience using professional editing software. Students learn narrative editing strategies and approaches, assistant editor responsibilities, contemporary industry trends, the relationship between the director and editor, the role of the producer and postproduction supervisor, as well as professional conduct during screenings. Once the basic and intermediate software foundation has been introduced, students engage increasingly specific creative and Aesthetic challenges.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM126 - WRITING AND PRODUCING FOR NEW MEDIA
Writing and Producing for New Media addresses the art of writing and producing content for new media platforms. It focuses on topics and media forms that are particularly relevant in the digital era and introduces different approaches to producing programming content in the real world. Students research digital activism, citizen journalism, crowdfunding, crowdsourcing, social media and online monetization. This class will also focus on understanding time management, maintaining the quality of content and meeting production deadlines. Making the right choices as a show producer is emphasized along with excellence in content production as well as understanding how to problem solve and negotiate before, during, and after the production. The students develop a concept for an original web series, create a show bible and write and rewrite several show episodes.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM127 - PRODUCTION MODULE I
Production Module I is an introductory course designed to foster the collaborative process. Students begin by working with a partner on a still photograph/sound design project. The course quickly moves into preproduction for a three-minute narrative

film. Recording Arts students function as crew members to help scout locations and develop production audio strategies while Film students realize scripts written in a concurrent screenwriting course and begin training in non-linear editing. Production occurs over a several week period culminating in screening raw footage in preparation for postproduction.
Total Contact Hours: 45 / Total Credit Hours: 3

YEAR TWO - FILM + BROADCAST COURSE DESCRIPTIONS

FLM212 - DOCUMENTARY THEORY + PRODUCTION
Documentary Theory + Production examines non-fiction film techniques and prepares students to produce their own short documentary films. During the first portion of the class students screen and discuss documentary films. After a period of development and preproduction, students then produce their own short documentary film; upon completion of production students return to the editing labs to complete the project.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM220 - BUSINESS OF FILM
The Business of Film examines the media industry's structure and procedures including financing, production, distribution and exhibition, across multiple platforms. Studio and independent scenarios are discussed. Students learn how to bridge financial and creative challenges, assume the responsibilities of a content creator/producer, while working collaboratively with a team to realize a vision.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM225 - FLASHPOINT ACADEMY STUDIOS
Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their reels and portfolios.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM227 - PRODUCTION MODULE II
Production Module II is an advanced course designed to increase the skill sets developed in the first year of Film & Broadcast classes. Faculty chooses which scripts will be made and all second year students in this course will participate in making the projects. The course culminates in a seven to ten minute narrative film. Production occurs over the semester with regular class periods as well as out of class production.
Prerequisite: FLM127
Total Contact Hours: 45 / Total Credit Hours: 3

FLM234 - PORTFOLIO DEVELOPMENT
Portfolio Development provides students with the unique opportunity to look at themselves as artists and recognize why they create the works they do, how they hope to impact their audience, and find a vocabulary to define themselves as artists. It allows the student to work with instructors to create a compilation of the work they have done throughout their academic career at Tribeca Flashpoint, and develop a written statement to identify who they are as artists. Through this process, students will develop an idea of their strengths as media professionals and will create a website and portfolio DVD to promote and market themselves as professionals.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM240 - BREAKING INTO THE BUSINESS
Breaking into the Business presents in greater detail the different jobs available in the film and broadcast business and how to begin in the industry. It covers the skills and responsibilities of different jobs, provides the student with knowledge of work ethic needed to be employable in the film and broadcast industry and explores different routes people take to obtain employment. The course is comprised of student interviews with professionals, Q&A with industry guests, workshops taught by outside professionals, and attending a networking event.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM245 - ADVANCED TOPICS: FILM PRODUCTION
Advanced Topics: Film Production is an advanced course designed to increase the skill sets developed in the first year of Film & Broadcast classes. Students participate in advanced screenwriting, directing, and producing classes. The course ends by taking a project from development through production.
Total Contact Hours: 90 / Total Credit Hours: 3

FLM247 - ADVANCED TOPICS: FILM TECHNOLOGIES
Advanced Topics: Film Technologies is an advanced course designed to increase the skill sets developed in the first year of Film & Broadcast classes. Students participate in advanced Cinematography and Postproduction classes, emphasizing technical as well as aesthetic considerations.
Total Contact Hours: 90 / Total Credit Hours: 3

GAME + INTERACTIVE MEDIA PROGRAM DESCRIPTION

The **Game + Interactive Media** program is designed to prepare students in the conceptualization and basic development of interactive software. The program examines the collaborative design, programming, and production components of game and interactive software development. The creation of interactive software projects will be covered and the roles of design documentation, game mechanics, computer programming, iterative development, project management, and quality assurance will be studied. The program culminates in the development of a competitive set of portfolio samples from each student's sub-specialty within Game + Interactive Media, preparing students to enter the work force. To successfully complete the Game + Interactive Media A.A.S. program, students must satisfactorily complete 15 credit hours of Core Studies and 45 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

YEAR ONE - GAME + INTERACTIVE MEDIA COURSE DESCRIPTIONS

GAM130 - PROJECT MANAGEMENT THEORY
The Project Management Theory course reviews the software development workflow process from pre-production to product release. Students learn the fundamentals of project management theory, how to plan using a work breakdown structure, and how to execute using a combination of waterfall and agile project management techniques; they master new tools and contribute to projects in class and outside of class with a special focus on project management, documentation, technical production, digital asset management, and similar topics.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM135 - INTERACTIVE DESIGN
The Interactive Design course is meant to introduce students to the creation, prototyping and documentation of the interactive user experience. Basic interactive design, interface design, information design, and human-computer interaction are also covered. A detailed study of how interactive software functions, including rule design, mechanics, balancing, social interaction and the integration of visual, audio, tactile and textual elements into game products are some of the topics covered. Game prototyping and design documentation are key focuses of this course.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM140 - INTERACTIVE PROGRAMMING I
In Interactive Programming I, students will be exposed, through hands-on experience and lecture, to many of the fundamentals of programming. Basic programming constructs are reviewed from the point of view of how they are used to create interactive software. In this course, students will complete numerous coding assignments and projects designed to prepare them for further study.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM141 - DATA STRUCTURES
In Data Structures, students will wrap up their elementary understanding of programming, learning about two of the most important data structures: arrays and classes. Students will then expand their knowledge of programming and learn techniques for solving common computer science problems. They will cover fundamental data structures and algorithms, such as lists, stacks, queues, and searching. They will gain a deeper understanding of how memory is managed internally via garbage collection, and will use intermediate debugging strategies to help solve the problems.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM150 - WEB DEVELOPMENT I
Web Development I introduces students to the foundation topics associated with application development for the World Wide Web. Initial assignments utilizing the HyperText Markup Language (HTML), Cascading Style Sheets (CSS) and the Document Object Model (DOM) will expose the student to the basic language and structure of web pages. The student will then proceed to add interactivity to their web pages via Java Script. Upon completion of Web Development I students will be able to build basic interactive web pages.
Total Contact Hours: 45 / Total Credit Hours: 3

VCM103 - DIGITAL IMAGE MANIPULATION

Digital Image Manipulation exposes students to image manipulation through current and emerging techniques and software. Basics of still photography and composition will be explored, as well as the various manipulation strategies available through the computer, enabling students to communicate through sophisticated design manipulation.
Total Contact Hours: 45 / Total Credit Hours: 3

YEAR TWO - GAME + INTERACTIVE MEDIA COURSE DESCRIPTIONS

GAM225 - FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in the production of a client centered product. Working in teams, students are assigned projects derived from inside the institution and/or from the public at large. Each faculty-supervised team is responsible for delivery of a professional finished work products for the project. Upon completion of the course, students will have gained further experience in collaboration and accumulated professional work credits for their resumes and portfolios.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM234 - PORTFOLIO DEVELOPMENT

In Portfolio Development, students work on various aspects of refining and presenting their portfolios. Emphasis is placed on making thoughtful editing choices in order to create a more compelling presentation. Hands-on experience with multimedia tools is used to assemble their samples for self-marketing purposes. Important Job-Readiness practice will include researching prospective opportunities and improving interviewing skills. Mock-interviews, where students present the concrete examples of their skills, is a key element of the course.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM240 - INTERACTIVE PROGRAMMING II

In Interactive Programming II, students will gain further experience with intermediate programming techniques by solving larger scale computer science problems and building larger scale interactive media projects. Topics may include: recursion, interfaces, generics, exceptions, delegates, and events.
Prerequisite: GAM140
Total Contact Hours: 45 / Total Credit Hours: 3

GAM241 - APPLICATION DEVELOPMENT FOR WEB

The web browser and internet technologies have been at the center of desktop usage for over a decade, and has expanded to become a viable alternative to of many traditional applications, such as Google Docs. Application Development for Web is where our traditional computer science track meets our web development track. Students will learn how to implement server and client side code to create web based applications, using and combining languages, APIs, and techniques such as ASP.NET, PHP, MVC (model view controller), SQL, AJAX, JQuery, and more.
Total Contact Hours: 45 / Total Credit Hours: 3

GAM245 - ADVANCED TOPICS: INTERACTIVE DESIGN

Advanced Topics: Interactive Design is a capstone course in which students engage in more advanced topics in interactive design involving hands-on experiences. Through projects and exercises, students explore varied design experiences involving the unique technical requirements of interactive development and learn to communicate clearly with other designers.
Total Contact Hours: 90 / Total Credit Hours: 3

GAM247 - ADVANCED TOPICS: INTERACTIVE PROGRAMMING

Advanced Topics: Interactive Programming is a capstone course in which students will confront challenges unique to interactive programmers while learning best practices to create code that other team members can more easily decipher and modify. Potential areas of specialization could include mathematical concepts, collision detection, physics, graphics, animation, AI, audio, and networking.
Total Contact Hours: 90 / Total Credit Hours: 3

GAM251 - WEB DEVELOPMENT II

Web Development II exposes students to the server-side technologies of the World-Wide-Web including server-side scripting, implementation of Web Content Management Systems, and data driven web pages. Students will implement intermediate server-side scripting and learn the techniques used to design sites that provide end-users with access to accurate, up-to-date information based on data created during standard business practices.
Prerequisite: GAM150
Total Contact Hours: 45 / Total Credit Hours: 3

VCM112 - USER INTERFACE + USER EXPERIENCE

User Interface + User Experience teaches students how to define the real needs and goals of a target audience, determine the range of required features and functionality of a given concept, and develop a style that communicates a relationship with the end user.
Total Contact Hours: 45 / Total Credit Hours: 3

RECORDING ARTS PROGRAM DESCRIPTION

The **Recording Arts** program is designed to offer students opportunities in a wide variety of audio industry career paths, including studio music recording; live sound production; sound design for linear media such as film, corporate video, and commercials; and sound design for non-linear media such as video games and web-based interactive productions. Students study and experience the aesthetic, craft, and theoretical best practices of professional audio environments while collaborating with the other disciplines within the institution. The program culminates in the development of a competitive reel and portfolio preparing students to enter the work force. To successfully complete the Recording Arts A.A.S. program, students must satisfactorily complete 15 credit hours of Core Studies and 45 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

YEAR ONE - RECORDING ARTS COURSE DESCRIPTIONS

RAR103 - DIGITAL AUDIO WORKSTATION

The Digital Audio Workstation course explores software and hardware tools in a digital audio workstation environment using personal computer systems. Concepts of digital audio theory, sample rate, and bit depth are covered, as well as recording, editing, mixing, equalization, and dynamic processing. Skills are developed through hands-on lab projects including music editing, sound design, and voice production.
Total Contact Hours: 45 / Total Credit Hours: 3

RAR116 - LIVE SOUND I

Live Sound I introduces students to the tools and technologies used in sound reinforcement systems, including loudspeakers, mixing consoles, and related hardware and software. During this course students will develop the technical skills required to set up and operate a PA system. Emphasis is also placed on client interaction and professional conduct.
Total Contact Hours: 45 / Total Credit Hours: 3

RAR117 - STUDIO RECORDING I

Studio Recording I introduces students to multi-track recording within the studio environment and provides a hands-on approach to instrument and vocal recording. Aesthetics, signal flow, control surfaces, microphone selection, monitoring, and recorders are covered. Students gain the skills needed for engineering a recording session, and emphasis is placed on client interaction and professional conduct.
Total Contact Hours: 45 / Total Credit Hours: 3

RAR118 - FUNDAMENTALS OF SOUND + ACOUSTICS

Fundamentals of Sound + Acoustics provides an overview of the principles and perception of sound. Students gain an understanding of waveform characteristics such as frequency, period, and amplitude in relation to human hearing and perception of sound. Harmonics, distortion, envelope, timbre, and types of random noise are also examined. In addition, students are introduced to concepts of wave behavior and room acoustics
Total Contact Hours: 45 / Total Credit Hours: 3

RAR119 - SOUND DESIGN FOR VISUAL MEDIA

Sound Design for Visual Media introduces students to audio production for visual media including video games, film, television, and the web. This course explores techniques used to create sound effects, as well as dialog recording and editing, signal processing, file management, and other audio production methods used in conjunction with linear and interactive media.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM127 - PRODUCTION MODULE I

Production Module I is an introductory course designed to foster the collaborative process. Students begin by working with a partner on a still photograph/sound design project. The course quickly moves into pre-production for a three-minute narrative film. Recording Arts students function as crew members to help scout locations and develop production audio strategies while Film students realize scripts written in a concurrent screenwriting course and begin training in non-linear editing. Production occurs over a several week period culminating in screening raw footage in preparation for postproduction.
Total Contact Hours: 45 / Total Credit Hours: 3

YEAR TWO - RECORDING ARTS COURSE DESCRIPTIONS

RAR213 - STUDIO RECORDING II
Studio Recording II explores large ensemble recording, as well as building on the foundation of technical and aesthetic material learned in previous studio recording courses. This advanced class introduces students to mixing strategies and techniques combining real-time DSP and outboard processing with a digital audio workstation and analog consoles.
Prerequisite: RAR117
Total Contact Hours: 45 / Total Credit Hours: 3

RAR215 - LIVE SOUND II
Live Sound II introduces students to digital mixing consoles, advanced wireless systems, and room analysis and tuning. During this course students will gain the technical skills required to set up and operate a PA system for both the analog and digital world, learn how to analyze and tune a sound system for a particular room, and develop a working knowledge of wireless systems. Throughout this course, emphasis is placed on client interaction and professional conduct.
Total Contact Hours: 45 / Total Credit Hours: 3

RAR222 - SIGNAL PROCESSING
Signal Processing addresses sound design in support of music and audio mixing, audio in film, interactive games, and other electronic media. Emphasis is given to digital signal processing, and existing sound manipulation, sound perception and spatial relationships. The course investigates methods of sound asset creation through actual processing devices, or software plug-ins. Dynamic, frequency, time, and phase driven processors are covered. The course also touches on ear training, and developing listening skills; and includes hands-on advanced signal processing lab work and preparation of sound assets.
Prerequisite: RAR118
Total Contact Hours: 45 / Total Credit Hours: 3

RAR225 - FLASHPOINT ACADEMY STUDIOS
Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their portfolios.
Total Contact Hours: 45 / Total Credit Hours: 3

RAR234 - PORTFOLIO DEVELOPMENT
Portfolio Development educates students on skills and practices necessary for a successful transition to a career in the media arts industries. Reel and portfolio creation, online marketing, networking and job search strategies are covered. Taking ownership and responsibility for the job search process is underscored.
Total Contact Hours: 45 / Total Credit Hours: 3

RAR245 - ADVANCED TOPICS: SOUND DESIGN + POSTPRODUCTION
Advanced Topics: Sound Design + Postproduction is a capstone course intended to fully develop students for careers in the field of audio production. During this course, students will study and discuss the aesthetics of audio and continue to expand their technical skills through individual and collaborative projects. Students will be expected to critique their own works in progress and articulate a cogent point of view for fellow classmates regarding their work.
Total Contact Hours: 90 / Total Credit Hours: 3

RAR247 - ADVANCED TOPICS: MUSIC ENGINEERING + LIVE EVENT PRODUCTION
Advanced Topics: Music Engineering + Live Event Production is a capstone course intended to fully develop students for careers in the field of audio production. During this course, students will study and discuss the aesthetics of audio and continue to expand their technical skills through individual and collaborative projects. Students will be expected to critique their own works in progress and articulate a cogent point of view for fellow classmates regarding their work.
Total Contact Hours: 90 / Total Credit Hours: 3

FLM227 - PRODUCTION MODULE II
Production Module II is an advanced course designed to increase the skill sets developed in the first year of Film & Broadcast classes. Faculty chooses which scripts will be made and all second year students in this course will participate in making the projects. The course culminates in a seven to ten minute narrative film. Production occurs over the semester with regular class periods as well as out of class production.
Prerequisite: FLM127
Total Contact Hours: 45 / Total Credit Hours: 3

MAS111 - PRODUCTION-IN-ACTION

The Production-in-Action course offers every student direct, hands-on experience in completing a professional media production, which encompasses all disciplines at Tribeca Flashpoint Media Arts Academy. During Production-in-Action students collaborate with fellow students as well as industry professionals to create the finished product. Students will work as part of a cross discipline team to create digital assets for the production.
Total Contact Hours: 45 / Total Credit Hours: 3

FYE010 - FIRST YEAR EXPERIENCE

First Year Experience is a course designed to successfully onboard students to Tribeca Flashpoint Media Arts Academy. Taken in the first semester of enrollment, the course serves as both a training ground for the systems, rules, and culture of the college, as well as a consistent touch point for incoming students during their first semester on campus. Through a variety of lectures and activities designed to educate and inform, students achieve proficiency in student information systems, learning management systems, organizational strategies, time management, and professional correspondence. The course also provides the structure for students to practice skills, habits, and behaviors necessary to succeed in higher education.
Total Contact Hours: 24 / Total Credit Hours: 0

CORE STUDIES COURSES

ENG010 - INTRODUCTION TO COMPOSITION

Introduction to Composition is designed to hone students' basic writing skills in preparation for Composition I + II. This strategic writing course will assist students in developing written communication skills by constructing a writing process that includes brainstorming strategies, writing multiple drafts, editing, revising, and proofreading. The course curriculum emphasizes the ability to read and think critically and integrates the four elements of communication: reading, writing, speaking, and listening. Designed as a portfolio course, students learn to evaluate their progress as writers, focusing on the clarity of their thesis statement and attention to audience, tone, style, and organization. Through a variety of writing assignments, students will become familiar with expository, descriptive, persuasive, narrative, and comparative writing. Discussion will focus on the many applications of each type of writing. Ultimately, the student will create a body of work and learn the importance of written communication. Completion of this course will ensure that students are equipped to meet the demands of Composition I + II.
Prerequisite: Students who score 6 or below on the written essay portion of the COMPASS® test will be required to take this pass/fail course. Student who score a 7 on the written essay portion of the COMPASS test may be required to take ENG010, pending faculty review.
Total Contact Hours: 12 / Total Credit Hours: 0

ENG101 - COMPOSITION I

Composition I is a reading/writing-intensive course that guides each student in establishing his or her writing process and in developing an individual style of written communication. The course curriculum encourages students to demonstrate the ability to organize information, edit, and revise written work, demonstrate an understanding of subject matter, and exhibit critical thinking skills. Through creative, narrative, persuasive, expository, and research-based writing, students strengthen and scaffold their reading comprehension skills, their ability to organize information from multiple sources, and analyze readings by a variety of writers. Emphasis is placed on writing as a means to self-discovery, as well as the value of the writer's interaction with his/her audience. Underlying each assignment is the importance of demonstrating a mastery of standard American English and an ability to present written work in the correct format.
Prerequisite: Students who score a minimum of 8 on the written essay portion of the COMPASS® test. Students who score a 7 on the written essay will be reviewed for placement by faculty. In some cases, an instructor will require the student to attend the Writing Lab as part of his/her course work.
Total Contact Hours: 45 / Total Credit Hours: 3

ENG102 - COMPOSITION II

Composition II is a second year course designed to scaffold the writing skills students acquired in Composition I. Continuing to focus on the reading-writing connection, students are asked to explore issues and delve deeper into experiential knowledge and apply writing strategies. The course requires that written works exhibit inventiveness of topic and mastery of subject that is germane to the student's major concentration. Through a variety of writing projects, students must show evidence of their commitment to communication through written expression and analysis of academic concerns. In order to succeed in this course, students must achieve proficiency in several writing techniques, demonstrate organizational and editorial strategies, and show competency in the use of standard American English. Above all, students' writing must clearly communicate ideas to an intended audience.
Prerequisite: ENG101
Total Contact Hours: 44 / Total Credit Hours: 3

SPH101 - ORAL COMMUNICATION

Oral Communication is a year one course designed to build students' effectiveness as oral communicators. Assignments and exercises are designed to develop speech and presentation skills, and strategies for building confidence as public speakers. Students in this course will 1) develop awareness of the communication process; 2) learn various organizational and expressive strategies; 3) gain understanding of a variety of communication context; and 4) expand their critical skills in listening, reading, thinking,

and speaking. Students will be required to deliver both extemporaneous speeches and four planned speeches/presentations, which demonstrate clear expression, reasoning, and knowledge of a topic. At the completion

of the course, students will have gained confidence and competency in

the practice of oral communication skills as well as an understanding of communication theory.

Total Contact Hours: 45 / Total Credit Hours: 3

MTH010 - INTRODUCTION TO MATH

Introduction to Math is a course designed to prepare students for General Math. Emphasis is placed on developing strong computational skills that are necessary as a foundation for General Math. The course focuses on reinforcing students' skills and building confidence in working with: ratios, percentages, formulas, fractions and unit conversions. Additional topics include solving linear equations, graphing lines and basic geometry. Emphasis is on developing students' mathematical reasoning and problem-solving skills in a real-world context. Use of calculators and personal computers will be encouraged as tools for learning.
Prerequisite: Students who score 29 or below on the Algebra portion of the COMPASS® test will be required to take this pass/ fail course.
Total Contact Hours: 12 / Total Credit Hours: 0

MTH101 - GENERAL MATH

General Math focuses on the development of the student's ability to conduct mathematical reasoning and problem solving in a real-world context. Three or four topics are examined in-depth and may include geometry, linear programming, exponential and logarithmic functions, statistics, probability, graph theory, mathematical modeling, or game theory. Students also gain practice in collecting and analyzing data, and building simple mathematical models. Emphasis is placed on providing opportunities for students to enhance their critical thinking skills and confidence as problem-solvers and constructors of knowledge. Students work with calculators and personal computers as tools for learning.
Prerequisite: MTH010 or a score of 30 or above on the Algebra portion of the COMPASS® test.
Total Contact Hours: 44 / Total Credit Hours: 3

MTH103 - COLLEGE ALGEBRA

College Algebra focuses on strengthening and expanding the student's foundation skills learned in previous courses in beginning and intermediate algebra. Additional topics are introduced which are necessary for further study of advanced mathematics. These topics include: linear and quadratic equations; functions and their graphs; polynomial, rational, exponential and logarithmic functions; systems of equations and inequalities; matrices; and sequences and series. Emphasis is placed on applications and modeling which provide opportunities for students to enhance their critical thinking and problem-solving skills in a real-world context. This course is offered entirely online.
Prerequisite: MTH010, a COMPASS® test Math score of 30 or higher, or by department approval.
Total Contact Hours: 45 / Total Credit Hours: 3

HUM111 - HUMANITIES SURVEY

Humanities Survey offers students a humanities-based introduction to the psychological, social, anthropological, mythological and historical aspects of media. Using the classic hero's journey as a lens for study, this course encourages students to ideate and develop modern media projects that incorporate a deeper cultural awareness.
Total Contact Hours: 45 / Total Credit Hours: 3

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ANIMATION + VISUAL EFFECTS PROGRAM DESCRIPTION

The **Animation + Visual Effects** program is designed to broaden the understanding of the production and post-production pipelines that are a vital part of the industry. Students study the history of the industry and tools, various professional pipelines, character rigging, character modeling, hard surface modeling and environment modeling, character animation and compositing of both real and computer generated (CG) assets, story structure, and how to create a demo reel. Students also learn to shoot and edit live action footage that will be used in the production of visual effects shots. To successfully complete the Animation + Visual Effects A.A.S. program, students must satisfactorily complete 18 credit hours of Core Studies and 50 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

MAS101 - PRODUCTION-IN-ACTION
The Production-In-Action course offers every student direct, hands-on experience in completing a professional media production, which encompasses all disciplines at Tribeca Flashpoint Media Arts Academy. During the three weeks of Production-in-Action, students collaborate with fellow students as well as industry professionals to create the finished product. Students will work as part of a cross-discipline team to create digital assets for the production.
Total Contact Hours: 45 / Total Credit Hours: 2

MAS214 - CAREER DEVELOPMENT I
Career Development I introduces students to the skills and practices necessary for a successful transition to a career in the media arts industries. Business correspondence, interviewing, and employee performance expectations are covered. Taking ownership and responsibility for the job search process is underscored while establishing rapport with the Career Services Department.
Total Contact Hours: 16 / Total Credit Hours: 1

MAS234 - CAREER DEVELOPMENT II
Career Development II continues the preparation for media arts industry careers that began in Career Development I. Topics include self-promotion and presentation, business correspondence refresher, elevator pitch, Job Fair, etiquette with employers, networking, and the Alumni Club. Emphasis is placed on personal accountability and focused enthusiasm for gainful employment in a working relationship with the Career Services Department.
Prerequisite: MAS214
Total Contact Hours: 16 / Total Credit Hours: 1

VFX104 - MODELING I
Modeling I is an introductory course designed to teach students how to create 3D polygon models using industry standard modeling tools. The aesthetics of simplicity are important as it relates to edge flow and texture generation. A firm understanding of edge flow and texture coordinates (UV Mapping) are required to continue as a digital artist. Students will learn modeling techniques, industry standard rendering software and pipelines to achieve the highest level of visual quality. All these techniques will be used throughout the curriculum to continue to develop the quality of assets, and the artistic abilities of each student.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX109 - VISUAL EFFECTS + MOTION I
Visual Effects + Motion I is a practical, hands on course designed to teach students the skills necessary to create realistic and appealing composites in a production environment, on time and on budget. Skills such as shooting plates, color correction, two and three dimensional tracking, rotoscoping, and pulling keys are covered. Industry standard layer-based compositing and digital content creation tools are used to reinforce best practices and creative problem solving skills.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX110 - THE PRODUCTION PIPELINE
The Production Pipeline gives students a full understanding of the complexities of creating sequences for VFX shots or animated films. We explore the roles of different CG disciplines, how they communicate, and how they stay on task during production. We also look at how art assets are shared and utilized by a team during the production cycle. A Pre- Visualization project is created and students are organized into different production teams to create, animate, and render assets needed for the production.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX111 - THE STORY PROCESS I
The Story Process I emphasizes fundamental story development techniques and effective animation preproduction. Students will study and practice a variety of storytelling techniques used to create both short and long form animated pieces. They will

build on these story elements to brainstorm, organize and execute an original animated concept by drafting a treatment and script, creating core character, environment and prop assets, then completing storyboards to time and edit through an animatic.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX112 - RIGGING
Rigging teaches the mechanical nuts and bolts of bringing prop and character models to life using techniques such as creating bones, constraints, skeletons, skinning, and weight painting. Upon completion of the course, students will understand the bridge between modeling and animation, and specifically, how rigging increases quality and productivity in animation production.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX119 - VISUAL EFFECTS + MOTION II
Visual Effects + Motion II takes students further into the mechanics of visual effects and compositing. Students will learn industry standard node-based compositing and tackle advanced rotoscoping, clean plating, pipe-line scripts, planar tracking, optical fx, and render layers. Students will also learn how to card in effects elements into the 3D environment of the compositing software.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX120 - ANIMATION PRINCIPLES I
Animation Principles I is the foundation of all the subsequent animation courses. Students learn how to apply core animation principles through classic animation exercises. Principles of timing, arcs, silhouette, anticipation and follow through are manipulated to visually convey weight, force, self impulse and emotion to bring otherwise inanimate objects to life. Best practices are learned using industry standard 3D software to enable students to effectively create appealing animated objects and characters.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX121 - ANIMATION PRINCIPLES II
In Animation Principles II, students bring characters to life. Students will apply core animation principles learned in Character Animation I to visually convey weight, force, self impulse, and emotion to bipedal CG characters. Students leverage principles of human mechanics and classic animation process to analyze and interpret reference footage. Best practices are learned using industry standard 3D software, resulting in appealing character animation that is mechanically sound and communicates emotion.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX180 - INTRODUCTION TO 2D
Introduction to 2D is designed to introduce students to the basic usage of 2D image manipulation and creation software. The student will also explore some of the fundamental design principles of composition, line, texture, value and color theory. Upon completion of the course, students will have the knowledge to create original textures, story boards and concept art.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX202 - SIMULATION
Simulations gives students an intermediate understanding of the art and science of creating physically accurate computer simulations using particles, fluids, rigid bodies, and soft bodies. From there the students will incorporate the simulations into live action plate shots as well as composite them inside industry standard compositing packages.
Total Contact Hours: 30 / Total Credit Hours: 2

VFX207 - HIGH POLY MODELING I
High Poly Modeling I is an intro course for High Polygon digital sculpting. Students are introduced to industry standard high polygon modeling tools. There is a strong focus on traditional as well as digital art. Students will learn best practices and techniques to add fine detail to 3D models and export texture maps and models to other digital content creation applications used in CG production pipelines. Students will also use industry standard rendering software and pipelines to achieve the highest level of visual quality.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX209 - PRACTICAL + DIGITAL EFFECTS
Practical + Digital Effects gives students an understanding of the differences between using practical effects, such as live sets with real-world objects, and digital visual effects. Though one can add digital visual effects like age and distress to an object, it is not always good to do so. Often simple practical effects like blowing dust and debris to a real model is best. Students will create visual effects using practical and digital techniques, and understand when and why each approach is warranted.
Total Contact Hours: 30 / Total Credit Hours: 2

VFX215 - FOCUSED STUDY I: VISUAL EFFECTS + MOTION

Focus Studies I: Visual Effects + Motion is an intensive course that is exercise based. Students will learn advanced Compositing and Animation techniques and tools. Areas of practice vary from live action and CG compositing to complex animations. Students will be required to create industry standard level quality animations that are later rendered into a professional composite. To place students on a track for success, planning for Focused Study starts at the end of Year One.
Total Contact Hours: 90 / Total Credit Hours: 3

VFX217 - FOCUSED STUDY I: MODELING

Focused Study I: Modeling is an intensive course that is exercise based. Students will learn advanced modeling techniques and theories through practice. Areas of practice will vary from hard surface to human anatomy. There is a strong focus on traditional as well as digital art. Students will be required to create industry standard level of quality and usability following best practices and techniques learned. Students will also use industry standard rendering software and pipelines to achieve the highest level of visual quality. To place students on a track for success, planning for Focused Study starts at the end of Year One.
Total Contact Hours: 90 / Total Credit Hours: 3

VFX225 – FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their reels and portfolios.
Total Contact Hours: 44 / Total Credit Hours: 3

VFX235 - FOCUSED STUDY II: VISUAL EFFECTS + MOTION

Students in Advanced Topics: Visual Effects + Motion will build on the skills they acquire in their Focused Studies courses by picking a unique topic in compositing and animation, and completing a project that utilizes the technique. Students will submit a written proposal detailing the technique to be used and outlining a project plan with milestones. They are expected to communicate their progress, maintain their own schedule and complete the project so that the final outcome will be included in their portfolios.
Prerequisite: VFX215
Total Contact Hours: 90 / Total Credit Hours: 3

VFX237 - FOCUSED STUDY II: MODELING

Focused Study II: Modeling is an intensive course that is exercise based. Students build on the techniques and theories learned in Focused Study: Modeling I. There is an intense focus on character development, anatomy, traditional and digital art skills. Students will be required to follow the best modeling practices and techniques to achieve the highest level of quality and usability. Students will also use industry standard rendering software and pipelines to achieve the highest level of visual quality.
Prerequisite: VFX217
Total Contact Hours: 90 / Total Credit Hours: 3

VFX255 - ADVANCED TOPICS: VISUAL EFFECTS + MOTION

Students in Advance Topics: Visual Effects + Motion will build on the skills they acquire in their Focused Studies courses by picking a unique topic in compositing and completing a project that utilizes the technique. Students will submit a written proposal detailing the technique to be used and outlining a project plan with milestones. They are expected to communicate their progress, maintain their own schedule and complete the project so that the final outcome will be included in their portfolios.
Total Contact Hours: 30 / Total Credit Hours: 1

VFX257 - ADVANCED TOPICS: MODELING

Students in Advance Topics: Modeling will build on the skills they acquire in their Focused Studies courses by picking a unique topic in modeling and completing a project that utilizes the technique. Students will submit a written proposal detailing the technique to be used and outlining a project plan with milestones. They are expected to communicate their progress, maintain their own schedule and complete the project so that the final outcome will be included in their portfolios.
Total Contact Hours: 30 / Total Credit Hours: 1

VFX280 - RENDERING TECHNIQUES

Rendering Techniques is designed to introduce students to the basics of rendering images and sequences. The student will also explore the simulation of primary and secondary light and shadow, reflection and refractions, and how modern rendering engines handle atmospheric effects. Students will render images and sequences that they have created in other courses to the highest quality. These images will be used to enhance their demo reels and portfolios.
Total Contact Hours: 30 / Total Credit Hours: 2

ANIMATION + VISUAL EFFECTS PROGRAM OVERVIEW

ANIMATION + VISUAL EFFECTS – YEAR ONE

ENG101	COMPOSITION I
HUM101	HUMANITIES I
MTH101	GENERAL MATH
SPH101	ORAL COMMUNICATION
MAS101	PRODUCTION-IN-ACTION
VFX 104	MODELING I
VFX 109	VISUAL EFFECTS + MOTION I
VFX 110	THE PRODUCTION PIPELINE
VFX 119	VISUAL EFFECTS + MOTION II
VFX 120	ANIMATION PRINCIPLES I
VFX 121	ANIMATION PRINCIPLES II
VFX 180	INTRODUCTION TO 2D
VFX 207	HIGH POLY MODELING I

At the conclusion of YEAR ONE, all Animation + Visual Effects students are placed into one of the two following focus tracks: VISUAL EFFECTS + MOTION / MODELING

VISUAL EFFECTS AND MOTION FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
VFX 111	THE STORY PROCESS I
VFX 112	RIGGING
VFX 202	SIMULATION
VFX 209	PRACTICAL + DIGITAL EFFECTS
VFX 215	FOCUSED STUDY I: VISUAL EFFECTS + MOTION
VFX 225	FLASHPOINT ACADEMY STUDIOS
VFX 235	FOCUSED STUDY II: VISUAL EFFECTS + MOTION
VFX 255	ADVANCED TOPICS: VISUAL EFFECTS + MOTION
VFX 280	RENDERING TECHNIQUES

MODELING FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
VFX 111	THE STORY PROCESS I
VFX 112	RIGGING
VFX 202	SIMULATION
VFX 209	PRACTICAL + DIGITAL EFFECTS
VFX 217	FOCUSED STUDY I: MODELING
VFX 225	FLASHPOINT ACADEMY STUDIOS
VFX 237	FOCUSED STUDY II: MODELING
VFX 257	ADVANCED TOPICS: MODELING
VFX 280	RENDERING TECHNIQUES

The **Design + Visual Communication** program exposes students to all aspects of contemporary visual design throughout their two years in the program. Year one is the foundation in basic concepts and their application to a variety of visual media. Year two examines career choices, whether corporate or entrepreneurial, and deepens the student's knowledge of problem-solving in a variety of design environments and projects. Students explore all aspects of Visual Communication: Principles of Design, Image Manipulation, Motion Graphics, User Interface, Social Media, Package Design, Workflow and a variety of Design Studio models to inform their future career choices. This program provides students with the necessary skills to work in these fields through hands-on learning with state of the art equipment in the classroom and labs. Students develop not only the technical skills needed for success, but also the collaborative, problem-solving, and aesthetic skills needed in the professional world of Visual Communication + Design. To successfully complete the Design + Visual Communication A.A.S. program, students must satisfactorily complete 18 credit hours of Core Studies and 50 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

MAS101 - PRODUCTION-IN-ACTION

The Production-In-Action course offers every student direct, hands-on experience in completing a professional media production, which encompasses all disciplines at Tribeca Flashpoint Media Arts Academy. During the three weeks of Production-in-Action, students collaborate with fellow students as well as industry professionals to create the finished product. Students will work as part of a cross-discipline team to create digital assets for the production.
Total Contact Hours: 45 / Total Credit Hours: 2

MAS214 - CAREER DEVELOPMENT I

Career Development I introduces students to the skills and practices necessary for a successful transition to a career in the media arts industries. Business correspondence, interviewing, and employee performance expectations are covered. Taking ownership and responsibility for the job search process is underscored while establishing rapport with the Career Services Department.
Total Contact Hours: 16 / Total Credit Hours: 1

MAS234 - CAREER DEVELOPMENT II

Career Development II continues the preparation for media arts industry careers that began in Career Development I. Topics include self-promotion and presentation, business correspondence refresher, elevator pitch, Job Fair, etiquette with employers, networking, and the Alumni Club. Emphasis is placed on personal accountability and focused enthusiasm for gainful employment in a working relationship with the Career Services Department.
Prerequisite: MAS214
Total Contact Hours: 16 / Total Credit Hours: 1

VCM101 - PRINCIPLES OF DESIGN I

Principles of Design I focuses on the history of design and its applications, as well as focuses on the basic principles of design: terminology, methods of problem-solving, aspects of composition, visual hierarchy, content development, scale, contrast and pattern. Students will study design movements while learning the fundamentals behind any good design.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM103 - DIGITAL IMAGE MANIPULATION

Digital Image Manipulation exposes students to image manipulation through current and emerging techniques and software. Basics of still photography and composition will be explored, as well as the various manipulation strategies available through the computer, enabling students to communicate through sophisticated design manipulation.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM105 - MOTION GRAPHICS I

Motion Graphics I provides an introduction to moving image design – the aesthetics and techniques in the development of titles, interstitials, moving graphics and animations in current and emerging software.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM109 - INTERACTIVE DESIGN I

In Interactive Design I students will research, analyze, critique and design effective user interfaces using a variety of technologies and methodologies. The aesthetics and principles behind interactivity and the impact on user experience will be explored. Students will work alone and in teams to develop strategies for traditional, current and emerging interactive platforms.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM111 - PRINCIPLES OF DESIGN II

Principles of Design II builds upon Principles of Design I, exploring design principles on an advanced level. This course explores contemporary approaches to Design Theory – including research-based design, advanced aesthetics and the increasing integration of custom design options based on target audience feedback and metrics.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM113 - BRAND IDENTITY

In Brand Identity, students will explore brand identity and develop corporate logo and identity packages while further exploring contemporary applications of design and communication. Students will work with in-house "clients" on design teams developing identity strategies and marketing materials.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM119 - INTERACTIVE DESIGN II

Interactive Design II focuses on advanced aspects of interactive design that include creating and prototyping applications for mobile platforms. An exploration into emerging interactive design platforms will also be part of the course, and students will develop marketing strategies for effective corporate and personal interactive projects.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM205 - MOTION GRAPHICS II

Motion Graphics II guides students through more advanced features and techniques in the development of complex info-graphics, lower-thirds, title sequences, credit sequences and more. Building off of skills and experiences in previous coursework, students combine a variety of different media into robust, engaging and informative animation experiences.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM208 - DESIGN STUDIO

Design Studio immerses students in a working design environment through engaging real-world studio models that produce a wide variety of media for a diverse catalog of clients, products and initiatives. Students will learn, practice and modify multiple workflow protocols and client deliverables based on both traditional and emerging studio models. Different roles and responsibilities are offered throughout the course, and students work as senior and junior designers on team-based projects.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM209 - DESIGN WORKFLOW

The goal of Design Workflow is to ensure student understanding of the intricacies of workflow and to provide hands-on practice of content and asset management and delivery across design platforms. Students prepare and manage workflow of projects for print, interactive, animation and beyond.
Total Contact Hours: 32 / Total Credit Hours: 2

VCM212 - PACKAGE DESIGN

Package Design covers the basic design principles as applied to three-dimensional package design and corporate marketing strategies across multiple mediums.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM213 - DESIGNING FOR THE CLIENT

Designing for the Client exposes students to business strategies and communication techniques when designing for someone else. In this course students will learn standard practices for good design, as well as the structure and paperwork needed to design for a wide variety of clients.
Total Contact Hours: 44 / Total Credit Hours: 3

VCM214 - SOCIAL MEDIA DESIGN

Social Media Design provides an introduction to social media design and marketing tools, and enables students to hone their design skills through the integration of cutting edge marketing strategies and platforms for clients.
Total Contact Hours: 32 / Total Credit Hours: 2

VCM216 - FOCUSED STUDY I: ADVANCED DESIGN

Focused Study I: Advanced Design is an intense practicum learning experience that prepares an emerging designer to pursue a career in Interactive Design, Motion Graphics and/or Brand Management. Building off of the skills and experiences from Brand Identity, Designing for the Client, Motion Graphics I & II, Interactive Design I & II and Design Studio, students will select, scope, design and manage a variety of projects that emphasize different client types, brand types and delivery formats, including computer platforms, mobile devices, live events and on-location installations.
Total Contact Hours: 90 / Total Credit Hours: 3

VCM225 - FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their portfolios.

Total Contact Hours: 44 / Total Credit Hours: 3

VCM236 - FOCUSED STUDY II: ADVANCED DESIGN

Focused Study II: Advanced Design continues the practicum learning experience of Focus Study I and further immerses the student designer in the professional realm through a variety of new projects that allow for real-world interaction with clients, brands and products. Deeper exploration, experience and execution of projects across a variety of platforms and formats in this course provides the culminating learning experience to refine the skills and knowledge of the emerging design professional.

Prerequisite: VCM216

Total Contact Hours: 90 / Total Credit Hours: 3

DESIGN + VISUAL COMMUNICATION PROGRAM OVERVIEW

DESIGN + VISUAL COMMUNICATION – YEAR ONE

ENG101	COMPOSITION I
HUM101	HUMANITIES I
MTH101	GENERAL MATH
SPH101	ORAL COMUNICATION
MAS101	PRODUCTION-IN-ACTION
VCM101	PRINCIPLES OF DESIGN I
VCM103	DIGITAL IMAGE MANIPULATION
VCM105	MOTION GRAPHICS I
VCM109	INTERACTIVE DESIGN I
VCM111	PRINCIPLES OF DESIGN II
VCM113	BRAND IDENTITY
VCM119	INTERACTIVE DESIGN II
VCM205	MOTION GRAPHICS II

DESIGN + VISUAL COMMUNICATION – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
VCM208	DESIGN STUDIO
VCM209	DESIGN WORKFLOW
VCM212	PACKAGE DESIGN
VCM213	DESIGNING FOR THE CLIENT
VCM214	SOCIAL MEDIA DESIGN
VCM216	FOCUSED STUDY I: ADVANCED DESIGN
VCM225	FLASHPOINT ACADEMY STUDIOS
VCM236	FOCUSED STUDY II: ADVANCED DESIGN

The **Film + Broadcast** program is designed to give students exposure to all areas in film and broadcast during their first year and to focus their studies on a specific area of interest their second year. Students explore all aspects of film and broadcast: writing, cinematography, directing, producing, and editing. The program gives students the skills necessary to work in these fields through hands-on learning with state-of-the-art equipment in the classroom and on location. Students develop not only the technical skills needed for success, but also the collaborative, problem solving, and aesthetic skills needed in the professional world of film and broadcast. Throughout the two-year program, students create short films and broadcast pieces with their peers. These pieces are incorporated into the students' professional reels completed at the end of the second year, which prepare students to enter the film and broadcast industry. To successfully complete the Film + Broadcast A.A.S. program, students must satisfactorily complete 18 credit hours of Core Studies and 50 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

MAS101 - PRODUCTION-IN-ACTION

The Production-In-Action course offers every student direct, hands-on experience in completing a professional media production, which encompasses all disciplines at Tribeca Flashpoint Media Arts Academy. During the three weeks of Production-in-Action, students collaborate with fellow students as well as industry professionals to create the finished product. Students will work as part of a cross-discipline team to create digital assets for the production.
Total Contact Hours: 45 / Total Credit Hours: 2

MAS214 - CAREER DEVELOPMENT I

Career Development I introduces students to the skills and practices necessary for a successful transition to a career in the media arts industries. Business correspondence, interviewing, and employee performance expectations are covered. Taking ownership and responsibility for the job search process is underscored while establishing rapport with the Career Services Department.
Total Contact Hours: 16 / Total Credit Hours: 1

MAS234 - CAREER DEVELOPMENT II

Career Development II continues the preparation for media arts industry careers that began in Career Development I. Topics include self-promotion and presentation, business correspondence refresher, elevator pitch, Job Fair, etiquette with employers, networking, and the Alumni Club. Emphasis is placed on personal accountability and focused enthusiasm for gainful employment in a working relationship with the Career Services Department.
Prerequisite: MAS214
Total Contact Hours: 16 / Total Credit Hours: 1

FLM102 - SCREENWRITING

Screenwriting addresses the major components of writing for film. The areas covered in the course include: the differences in story structure between short and long form, developing good stories, the critical necessity of rewrites, the relationship with the producer and director, receiving notes, and polishing. After the screenwriting module, students will have a finished screenplay for their first Tribeca Flashpoint Academy Media Arts film.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM103 - DIRECTING

Directing provides hands-on experience in the major facets of directing: finding material that appeals to you, interpreting a script, working with actors, casting, rehearsals, pre-visualization processes, storyboarding, on-set protocols, creative blocking of scenes, and working with key creatives such as the producer, DP, art director, assistant director, production designer and sound designer. This course encourages them to deeply examine their choices regarding the major elements of any film, including story structure, characterization, scene development, the use of color, sound, movement [character and camera], environment, and the use of space. This course teaches them how to conduct themselves professionally as a director on any project.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM104 - PRODUCING

Producing covers the most important job on any production – the producer – who oversees the project from start to finish. This course covers the role of various types of producers – executive producer, line producer, unit production manager, and the AD. In addition, students learn about contracts, deal memos, hiring and firing crew, production forms and processes, tracking budgets, location scouting and on-set protocols. A very hands-on course, this prepares students to produce their Tribeca Flashpoint Academy film projects, as well as intern in a variety of producing roles post-graduation.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM105 - CINEMATOGRAPHY

Cinematography introduces basic camera and lighting techniques for students with little or no cinematography experience. Students become familiar with uses of professional camera and lighting equipment and important cinematography procedures. The roles of the grip, electric and camera departments on the film set are also explored. This course encourages intelligent, thoughtful approaches to lighting and camera work based on narrative story telling practices.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM108 - PRODUCTION MODULE I

Production Module I is a semester-long introductory course designed to foster the collaborative process. Students begin by working with a partner on a still photograph/sound design project. The course quickly moves into pre-production for a three-minute narrative film. Recording Arts students function as crew members to help scout locations and develop production audio strategies while Film students realize scripts written in a concurrent screenwriting course and begin training in non-linear editing. Production occurs over a several week period culminating in a finished film.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM109 - POST PRODUCTION: FINAL CUT PRO

Post-Production I: Final Cut Pro provides hands-on experience picture editing using Final Cut Pro editing software. Students learn narrative editing strategies and approaches, assistant editor responsibilities, various software packages, contemporary trends in the industry, the relationship between the director and editor, the role of the producer and post-production supervisor, as well as professional conduct while editing and screening projects. Part of this course (and all film editing courses) includes working with a sound designer from the Recording Arts Program. The dynamics of this creative relationship, problem-solving strategies, contemporary trends in sound design, and professional conduct and communication are explored. At completion of this course, students screen their first Tribeca Flashpoint Media Arts Academy film project.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM110 - AESTHETICS OF MEDIA ARTS

Aesthetics of Media Arts presents the history and overview of film and broadcast media, from radio to television, to the Internet, and beyond. The course introduces basic principles of and perspectives on film and broadcast production, as well as seminal moments in history, when broadcasting changed the world. The course includes screenings, discussion, and projects. Business models, strategies for marketing, distribution of product, audience research, and feedback mechanisms are all analyzed, as the class offers insight and understanding of how film and broadcast media continue to evolve.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM122 - WRITING FOR BROADCAST

Writing for Broadcast addresses the art of writing and content creation for broadcast and new media. It focuses on topics and media forms that are particularly relevant in the digital era. Students research, pitch and develop a concept for an original web series. They also create a show bible and write and rewrite several show episodes. This material forms the basis of the work they do in Producing for Broadcast.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM124 - PRODUCING FOR BROADCAST

Producing for Broadcast explores the overall responsibilities of producing for broadcast and new media. Producing duties include securing rights and clearances, working with on camera talent, addressing technical issues and improving production values. Each student completes such tasks as planning shot lists, scouting and locking locations, casting actors, gathering props and editing elements, aesthetic design and effective storytelling, as they collaborate on the production of several episodes of an original web series. The class rotates through two complete production cycles or "seasons," each involving preproduction, production and postproduction.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM125 - FIELD PRODUCTION

Field Production is an intensive, hands-on course that introduces shooting, lighting in the field, and audio acquisition for broadcast purposes. Students will learn the skills needed to create visually compelling stories. All aspects of field production are covered, using professional tapeless acquisition cameras, portable lighting kits, and field audio equipment. Classes cover skills of camera operation and lens use, on-location lighting techniques, sound gathering and mixing, as well as shooting with a focus on the needs of editing; understanding story structure, shot selection, motivation for transitions, audio mixing, special effects, and graphics. Projects include photojournalism on location, atmospherics and an interview shoot. Students work both individually, and in teams, with emphasis placed upon shooting to facilitate the editing of stories that are clear, concise, and creative. Projects created in this class will be used in student reels and may be broadcast by the school.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM128 - DIRECTING FOR THE STUDIO

Directing for the Studio focuses on finding an individual vision, communicating that vision to a crew, then learning the art of designing and directing for live, multi-camera studio production. What is the relationship between a producer and a director? When is it best to both produce and direct? How does a director effectively motivate a crew and lead a creative team to understand and achieve a common vision? Closely tied to Studio Production, students work in Producer/Director teams, creating scripts, rundowns, floor plans, and lighting plots for a variety of programs, then guiding their crew through each step of the production process, from set-up, to rehearsal, to "roll and record!"
Total Contact Hours: 30 / Total Credit Hours: 2

FLM130 - STUDIO PRODUCTION

Studio Production introduces students to the television studio and a multi-camera, live production environment. Students develop operational skills with every piece of production equipment found there. Drills, rotational exercises, and team productions teach studio camera operation, technical directing with the video switcher, deploying microphones and mixing sound sources at the audio console, set design and lighting, and digital graphics. Closely tied with Studio Directing, the course provides an introduction to producing and directing for live, multi-camera production. Students design scripts, rundowns, floor plans, lighting plots, and blocking and cue sheets for talk shows, interviews, demonstrations, dramatic action, and live music productions.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM208 - PRODUCTION MODULE II

Production Module II is a semester-long advanced course designed to increase the skill sets developed in the first year of Film + Broadcast and Recording Arts classes. Faculty choose which scripts will be made and all second year students in this course will participate in making the projects. The course culminates in a seven to ten-minute narrative film. Production occurs over the semester with regular class periods as well as out of class production.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM209 - POST PRODUCTION: AVID MEDIA COMPOSER

Post-Production: Avid Media Composer provides hands-on experience picture editing using Avid Media Composer editing software. Students learn narrative editing strategies and approaches, assistant editor responsibilities, various software packages, contemporary trends in the industry, the relationship between the director and editor, the role of the producer and post-production supervisor, as well as professional conduct when editing and screening work.
Total Contact Hours: 32 / Total Credit Hours: 2

FLM210 - PRODUCING FOR THE CORPORATE CLIENT

Producing for the Corporate Client is an eight session course designed to give students hands-on experience in the world of corporate and industrial films. Students will work with clients from outside of the school under direct supervision from their instructor. They will learn how to properly budget, prepare and shoot these projects, as well as how to collaborate with a client and deliver a product that meets their client's needs.
Total Contact Hours: 16 / Total Credit Hours: 1

FLM211 - THE BUSINESS OF FILM + BROADCAST

The Business of Film + Broadcast examines the media industry's structure and processes including financing, production, distribution and exhibition. Both studio and independent scenarios are discussed. Film, television, cable and internet platforms are emphasized, as the student learns how to negotiate the tension between costs and creativity.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM212 - DOCUMENTARY THEORY + PRODUCTION

Documentary Theory + Production examines non-fiction film techniques and prepares students to produce their own short documentary films. During the first portion of the class students screen and discuss documentary films. After a period of development and preproduction, students then produce their own short documentary film; upon completion of production students return to the editing labs to complete the project.
Total Contact Hours: 45 / Total Credit Hours: 3

FLM213 - BREAKING INTO THE BUSINESS

Breaking into the Business presents in greater detail the different jobs available in the film and broadcast business and how to begin in the industry. It covers the skills and responsibilities of different jobs, provides the student with a working knowledge of how to perform these jobs and explores different routes people take to obtain employment. The course is comprised of lecture and Q+A sessions with guest speakers ranging from Production Coordinator to Gaffer to Broadcast Content Developer who work in the industry.
Total Contact Hours: 30 / Total Credit Hours: 2

FLM216 - FOCUSED STUDY I: CINEMATOGRAPHY

Focused Study I: Cinematography is an intensive second year course placing students on a track of professional development and growth. Students build on the fundamental camera and lighting techniques learned in the first year with the addition of advanced cameras, camera movement, stage lighting, and power distribution with large lighting instruments. The theory of cinematography is examined more deeply through screenings and discussions. Practical application and different roles are explored through lighting exercises, discussions with guest lecturers, and field trips. Students will also be developing their own look and artistic approach through a variety of projects both as individuals and collaboratively with students across the department.
Total Contact Hours: 90 / Total Credit Hours: 3

FLM217 - FOCUSED STUDY I: POST-PRODUCTION

Focused Study I: Post-Production is an intensive second year course placing students on a track of professional development and growth. It covers the technical craft of editing and the art of making movies from an editorial perspective. Through hands-on projects, students will learn the FINAL CUT and AVID systems, as well as an introduction to Adobe Premiere Pro, Photoshop, After Effects, and intermediate color correction software. Through screenings and class discussions, students will gain a historical and aesthetic foundation and prepare for Focused Study II: Post-Production.
Total Contact Hours: 90 / Total Credit Hours: 3

FLM223 - FOCUSED STUDY I: FILM PRODUCTION

Focused Study I: Film Production is an intensive second year course placing students on a track of professional development and growth. The course offers exploration of development through the production phase, allowing students the opportunity to develop original, fully realized media arts projects. Through exercises, experimentation, revision, and patience, successful completion of the class will enhance students' talents as well as their confidence and marketability as content creators.
Total Contact Hours: 90 / Total Credit Hours: 3

FLM225 - FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their reels and portfolios.
Total Contact Hours: 44 / Total Credit Hours: 3

FLM226 - FOCUSED STUDY I: BROADCAST PRODUCTION

Focused Study I: Broadcast Production explores the traditional broadcast paradigm, including many different types of television shows, segments, genres & formats. Students write, produce, shoot and edit in a variety of formats, which may include live events, music videos, sketch comedy, news segments and interviews. Many of these videos are featured on a website curated by the students and linked to the TFA website. Students learn how to pitch and develop concepts, book and pre-interview guests and shoot in-studio and in the field. They also learn to cast talent, give and receive creative notes, write in a two-column script format, create schedules and budgets and take on a variety of technical roles such as stage manager, DIT, TD, LD and camera op.
Total Contact Hours: 90 / Total Credit Hours: 3

FLM231 - PORTFOLIO DEVELOPMENT

Portfolio Development provides students with the unique opportunity to look at themselves as artists and recognize why they create the works they do, how they hope to impact their audience, and find a vocabulary to define themselves as artists. It allows the student to work with instructors to create a compilation of the work they have done throughout their academic career at Tribeca Flashpoint, and develop a written statement to identify who they are as artists. Through this process, students will develop an idea of their strengths as media professionals and will create a website and portfolio DVD to promote and market themselves as professionals.
Total Contact Hours: 16 / Total Credit Hours: 1

FLM233 - FOCUSED STUDY II: FILM PRODUCTION

Focused Study II: Film Production is the continuation of Focused Study I: Film Production. It is an intensive course, placing students on a track of professional development and growth. Students are expected to have the foundations and beginning skills of filmmakers so they may practice and apply their skills to projects and workshops this semester. Students are required to manage deadlines and work schedules, reporting their ongoing progress to the instructor.
Prerequisite: FLM223 and permission of instructor.
Total Contact Hours: 90 / Total Credit Hours: 3

FLM236 - FOCUSED STUDY II: CINEMATOGRAPHY

Focused Study II: Cinematography is the continuation of Focused Study I: Cinematography. It is an intensive course, placing students on a track of professional development and growth. Students build on the fundamental camera and lighting techniques learned in the first year with the addition of advanced cameras, camera movement, stage lighting, location lighting and power distribution with large lighting instruments. The theory of cinematography is examined more deeply through screenings and discussions. Practical application and different roles are explored through lighting exercises, discussions with guest lecturers, and field trips. Students will also be developing their own look and artistic approach through a variety of projects both as individuals and collaboratively with students across the department.

Prerequisite: FLM216 and permission of instructor
Total Contact Hours: 90 / Total Credit Hours: 3

FLM237 - FOCUSED STUDY II: POST-PRODUCTION

Focused Study II: Post-Production is the continuation of Focused Study I: Post-Production. It is an intensive course, placing students on a track of professional development and growth. It further delves into the technical craft of editing and the art of making movies. Through hands-on projects, students will continue advanced work in FINAL CUT PRO and AVID as well as further developing their skills in Adobe Premiere Pro, Photoshop and After Effects. Students will act as both Assistant Editor and Editor on a production. Their responsibilities will include: scheduling the post process, prepping the project for an editor, editing the project, adding SFX, VO and other audio elements (both creating them and finding them in a library), doing an audio mix, adding graphics, compressing/distributing the rough cut for approval on the web; students will then color-correct the footage, finalizing the project through finish and to broadcast standards. Through screenings and class discussions, students will gain a historical and aesthetic foundation with which they can formulate their own. By the end of the class, student will be prepared for a number of jobs in post-production.

Prerequisite: FLM 217 and permission of instructor
Total Contact Hours: 90 / Total Credit Hours: 3

FLM246 - FOCUSED STUDY II: BROADCAST PRODUCTION

Focused Study II: Broadcast Production builds off of the work done in Focused Study I: Broadcast Production, placing increased emphasis on new media forms such as web shows, webinars, multi-media production, digital activism and citizen journalism. Exploring participatory platforms equips these media makers to interface effectively in a production world that is increasingly social, open source and interactive. Students learn to design media campaigns that exist across multiple platforms, spanning various genres, audiences and creative domains. Focused Study requires students create their own deadlines and work schedule, and communicate their ongoing progress to the faculty.

Prerequisite: FLM222 and permission of instructor
Total Contact Hours: 90 / Total Credit Hours: 3

FILM + BROADCAST PROGRAM OVERVIEW

FILM + BROADCAST – YEAR ONE

ENG101	COMPOSITION I
HUM101	HUMANITIES I
MTH101	GENERAL MATH
SPH101	ORAL COMUNICATION
MAS101	PRODUCTION-IN-ACTION
FLM102	SCREENWRITING
FLM103	DIRECTING
FLM104	PRODUCING
FLM105	CINEMATOGRAPHY
FLM108	PRODUCTION MODULE I
FLM109	POST-PRODUCTION: FINAL CUT PRO
FLM122	WRITING FOR BROADCAST
FLM124	PRODUCING FOR BROADCAST
FLM125	FIELD PRODUCTION
FLM128	DIRECTING FOR THE STUDIO
FLM130	STUDIO PRODUCTION
FLM209	POST-PRODUCTION: AVID MEDIA COMPOSER

At the conclusion of YEAR ONE, all Film + Broadcast students are placed into one of the four following focus tracks:
FILM PRODUCTION / CINEMATOGRAPHY / POST-PRODUCTION / BROADCAST PRODUCTION

FILM PRODUCTION FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
FLM110	AESTHETICS OF MEDIA ARTS
FLM208	PRODUCTION MODULE II
FLM210	PRODUCING FOR THE CORPORATE CLIENT
FLM211	BUSINESS OF FILM + BROADCAST
FLM212	DOCUMENTARY THEORY + PRODUCTION
FLM213	BREAKING INTO THE BUSINESS
FLM223	FOCUSED STUDY I: FILM PRODUCTION
FLM225	FLASHPOINT ACADEMY STUDIOS
FLM231	PORTFOLIO DEVELOPMENT
FLM233	FOCUSED STUDY II: FILM PRODUCTION

CINEMATOGRAPHY FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
FLM110	AESTHETICS OF MEDIA ARTS
FLM208	PRODUCTION MODULE II
FLM210	PRODUCING FOR THE CORPORATE CLIENT
FLM211	BUSINESS OF FILM + BROADCAST
FLM212	DOCUMENTARY THEORY + PRODUCTION
FLM213	BREAKING INTO THE BUSINESS
FLM216	FOCUSED STUDY I: CINEMATOGRAPHY
FLM225	FLASHPOINT ACADEMY STUDIOS
FLM231	PORTFOLIO DEVELOPMENT
FLM236	FOCUSED STUDY II: CINEMATOGRAPHY

POST-PRODUCTION FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
FLM110	AESTHETICS OF MEDIA ARTS
FLM208	PRODUCTION MODULE II
FLM210	PRODUCING FOR THE CORPORATE CLIENT
FLM211	BUSINESS OF FILM + BROADCAST
FLM212	DOCUMENTARY THEORY + PRODUCTION
FLM213	BREAKING INTO THE BUSINESS
FLM217	FOCUSED STUDY I: POST-PRODUCTION
FLM225	FLASHPOINT ACADEMY STUDIOS
FLM231	PORTFOLIO DEVELOPMENT
FLM237	FOCUSED STUDY II: POST-PRODUCTION

BROADCAST PRODUCTION FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
FLM110	AESTHETICS OF MEDIA ARTS
FLM208	PRODUCTION MODULE II
FLM210	PRODUCING FOR THE CORPORATE CLIENT
FLM211	BUSINESS OF FILM + BROADCAST
FLM212	DOCUMENTARY THEORY + PRODUCTION
FLM213	BREAKING INTO THE BUSINESS
FLM226	FOCUSED STUDY I: BROADCAST PRODUCTION

FLM225	FLASHPOINT ACADEMY STUDIOS
FLM231	PORTFOLIO DEVELOPMENT
FLM246	FOCUSED STUDY II: BROADCAST PRODUCTION

GAME + INTERACTIVE MEDIA PROGRAM DESCRIPTION

The **Game + Interactive Media** program is designed to prepare students in the conceptualization and basic development of interactive software. The program examines the collaborative design, programming, and production components of game and interactive software development. The creation of interactive software projects will be covered and the roles of design documentation, game mechanics, computer programming, iterative development, project management, and quality assurance will be studied. The program culminates in the development of a competitive set of portfolio samples from each student's sub-specialty within Game + Interactive Media, preparing students to enter the work force. To successfully complete the Game + Interactive Media A.A.S. program, students must satisfactorily complete 18 credit hours of Core Studies and 50 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

MAS101 - PRODUCTION-IN-ACTION
The Production-In-Action course offers every student direct, hands-on experience in completing a professional media production, which encompasses all disciplines at Tribeca Flashpoint Media Arts Academy. During the three weeks of Production-in-Action, students collaborate with fellow students as well as industry professionals to create the finished product. Students will work as part of a cross-discipline team to create digital assets for the production.
Total Contact Hours: 45 / Total Credit Hours: 2

MAS214 - CAREER DEVELOPMENT I
Career Development I introduces students to the skills and practices necessary for a successful transition to a career in the media arts industries. Business correspondence, interviewing, and employee performance expectations are covered. Taking ownership and responsibility for the job search process is underscored while establishing rapport with the Career Services Department.
Total Contact Hours: 16 / Total Credit Hours: 1

MAS234 - CAREER DEVELOPMENT II
Career Development II continues the preparation for media arts industry careers that began in Career Development I. Topics include self-promotion and presentation, business correspondence refresher, elevator pitch, Job Fair, etiquette with employers, networking, and the Alumni Club. Emphasis is placed on personal accountability and focused enthusiasm for gainful employment in a working relationship with the Career Services Department.
Prerequisite: MAS214
Total Contact Hours: 16 / Total Credit Hours: 1

GAM104 - INTRODUCTION TO GAME DESIGN
The Introduction to Game Design course is meant to introduce students to the creation, prototyping and documentation of game play mechanics. Basic interactive design, interface design, information design, and human-computer interaction are also covered. A detailed study of how games function to create experiences, including rule design, play mechanics, game balancing, social interaction and the integration of visual, audio, tactile and textual elements into game products are some of the topics covered. Game prototyping and design documentation are key focuses of this course.
Total Contact Hours: 44 / Total Credit Hours: 3
GAM105 - INTRODUCTION TO GAME DEVELOPMENT TOOLS
In Introduction to Game Development Tools, students gain exposure, through hands-on experience and lecture, to the hardware and several of the primary software programs that they will be using on a game team.
Total Contact Hours: 60 / Total Credit Hours: 4

GAM107 - GAMES IN SOCIETY
Games in Society lays the academic foundation for all students of game development. The course first focuses on providing an overview of the history of games, and then introduces students to the high-level concepts of design, interface, systems and mechanics through research, development, presentations and critiques. Students then look ahead, analyzing emergent systems and paradigms driving the game industry and applying them to original game concepts for review.
Total Contact Hours: 44 / Total Credit Hours: 3

GAM108 - INTRODUCTION TO GAME PRODUCING + PROJECT MANAGEMENT

The Introduction to Game Producing + Project Management course reviews the game development workflow process from pre-production to product release. Students work in simulated roles and they are given common challenges and real-world road blocks. Building on fundamentals of game development learned to date; they master new tools and contribute to projects in class and outside of class with a special focus on project management, documentation, technical production, digital asset management, and similar topics.
Total Contact Hours: 44 / Total Credit Hours: 3

GAM109 - INTERMEDIATE ENGINE TECHNIQUES

In Intermediate Engine Techniques, students will expand out their knowledge of game design and dive into more advanced scripting techniques in the two most popular game engine packages used in mobile and console development.
Total Contact Hours: 60 / Total Credit Hours: 4

GAM110 - GAME STUDIO I

The Game Studio I course provides students a guided period of development in creating a playable game or mod. Scripting, art, design, and production are parts of the work completed by students in this intense course of study where in-class work enables students to overcome challenges specific to the game production process.
Total Contact Hours: 60 / Total Credit Hours: 4

GAM113 - INTRODUCTION TO GAME PROGRAMMING

In Introduction to Game Programming, students will be exposed, through hands-on experience and lecture, to many of the fundamentals of programming. Basic programming constructs are reviewed from the point of view of how they are can be used in games. In this course, students will code numerous assignments and projects designed to prepare them for further study.
Total Contact Hours: 44 / Total Credit Hours: 3

GAM205 - BUSINESS OF GAMES I

The Business of Games I course introduces students to various general business topics such as basic accounting, types of business entities and basic contract law through the lens of the game development industry. How these topics apply to the formation of independent game developers as well as how they apply to the publisher developer relationship is specifically covered.
Total Contact Hours: 16 / Total Credit Hours: 1

GAM210 - INTERACTIVE MEDIA DEVELOPMENT

The Interactive Media Development course trains students on key tools and technologies in the production of websites, browser-based applications and emerging interactive platforms. Students will work with tools and underlying code as they developing interactive entertainment media, business applications, and websites.
Total Contact Hours: 44 / Total Credit Hours: 3

GAM217 - FOCUSED STUDY I: GAME PROGRAMMING

In Focused Study I: Game Programming, students build on the programming basics learned in Intro to Programming by learning game industry standard programming languages. The course will ramp the students up quickly from the basics of syntax to learning the complexities of more advanced features of the language and software design. Students learn through hands on experimentation and challenging course work to begin building the skill set required of a professional game developer. System design concepts, best practices, Object-oriented analysis and design (OOAD) and commonly used API's will also be covered.
Total Contact Hours: 90 / Total Credit Hours: 3

GAM218 - FOCUSED STUDY I: GAME DESIGN

In Focused Study I: Game Design, students engage in more advanced topics in game design involving hands-on experiences. Through projects and exercises, students explore varied game design experiences involving the unique technical requirements of game development and learn to communicate clearly with other game designers.
Total Contact Hours: 90 / Total Credit Hours: 3

GAM220 - GAME STUDIO II

The Game Studio II course provides students a guided period of advanced development in creating a playable game or mod. Scripting and coding, art, design, and production are parts of the work completed by students in this intense course of study where in-class work enables students to overcome challenges specific to the game production process.
Total Contact Hours: 60 / Total Credit Hours: 4

GAM221 - GAME STUDIO III

The Game Studio III course provides students a guided period of advanced development in creating a playable game. Scripting and coding, art, design, and production are parts of the work completed by students in this intense course of study where in-class work enables students to overcome challenges specific to the game production process.
Total Contact Hours: 60 / Total Credit Hours: 4

GAM222 - BUSINESS OF GAMES II

Building on the foundation of GAM205, Business of Games I, Business of Games II course covers the economics of gaming, including the ways that games are funded, marketed, sold, and the relationships between publishers, developers, distributors, marketers, retailers, and other kinds of companies. Market and industry trends, licensing management, dynamics of company and product value, and how these issues are handled differently in the various sub-markets of the industry are all topics of this course.
Total Contact Hours: 16 / Total Credit Hours: 1

GAM225 - FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in the production of a client centered product. Working in teams, students are assigned projects derived from inside the institution and/or from the public at large. Each faculty-supervised team is responsible for delivery of a professional finished work products for the project. Upon completion of the course, students will have gained further experience in collaboration and accumulated professional work credits for their resumes and portfolios.
Total Contact Hours: 44 / Total Credit Hours: 3

GAM237 - FOCUSED STUDY II: GAME PROGRAMMING

Focused Study II: Game Programming students pursue advanced topics in game programming through practical assignments and challenging larger projects. This course gives the student a breadth based view into the process of game development from the engineering perspective. The student will be exposed to the many areas of specialization within the game industry, rendering, AI, networking, animation, physics, game play, audio, UI, build process and tools. After this course the student will be able to make an informed decision about future specialization during their career.
Prerequisite: GAM217
Total Contact Hours: 90 / Total Credit Hours: 3

GAM238 - FOCUSED STUDY II: GAME DESIGN

In Focused Study II: Game Design, students engage more advanced topics in Game Design involving hands-on experiences. Through projects and exercises, students explore varied game design experiences involving the unique technical requirements of game development and learn to communicate clearly with other Game Designers.
Prerequisite: GAM218
Total Contact Hours: 90 / Total Credit Hours: 3

GAME + INTERACTIVE MEDIA PROGRAM OVERVIEW

GAME + INTERACTIVE MEDIA – YEAR ONE

ENG101	COMPOSITION I
HUM101	HUMANITIES I
MTH101	GENERAL MATH
SPH101	ORAL COMMUNICATION
MAS101	PRODUCTION-IN-ACTION
GAM104	INTRODUCTION TO GAME DESIGN
GAM105	INTRODUCTION TO GAME DEVELOPMENT TOOLS
GAM107	GAMES IN SOCIETY
GAM108	INTRODUCTION TO PRODUCING +PROJECT MANAGEMENT
GAM109	INTERMEDIATE ENGINE TECHNIQUES
GAM110	GAME STUDIO I
GAM113	INTRODUCTION TO GAME PROGRAMMING

At the conclusion of YEAR ONE, all Game + Interactive Media students are placed into one of the two following focus tracks:
GAME DESIGN / GAME PROGRAMMING

GAME DESIGN FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
GAM205	BUSINESS OF GAMES
GAM210	INTERACTIVE MEDIA DEVELOPMENT
GAM218	FOCUSED STUDY I: GAME DESIGN
GAM220	GAME STUDIO II
GAM221	GAME STUDIO III
GAM222	BUSINESS OF GAMES II
GAM225	FLASHPOINT ACADEMY STUDIOS
GAM238	FOCUSED STUDY II: GAME DESIGN

GAME PROGRAMMING FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
GAM205	BUSINESS OF GAMES
GAM210	INTERACTIVE MEDIA DEVELOPMENT
GAM217	FOCUSED STUDY I: GAME PROGRAMMING
GAM220	GAME STUDIO II
GAM221	GAME STUDIO III
GAM222	BUSINESS OF GAMES II
GAM225	FLASHPOINT ACADEMY STUDIOS
GAM237	FOCUSED STUDY II: GAME PROGRAMMING

RECORDING ARTS PROGRAM DESCRIPTION

The **Recording Arts** program is designed to offer students opportunities in a wide variety of audio industry career paths, including studio music recording; live sound production; sound design for linear media such as film, corporate video, and commercials; and sound design for non-linear media such as video games and web-based interactive productions. Students study and experience the aesthetic, craft, and theoretical best practices of professional audio environments while collaborating with the other disciplines within the institution. The program culminates in the development of a competitive reel and portfolio preparing students to enter the work force.

To successfully complete the Recording Arts A.A.S. program, students must satisfactorily complete 18 credit hours of Core Studies and 50 credit hours of courses specific to the program area. All courses are offered in-residence. Course contact hours follow 15 lecture/30 lab hours for each credit hour awarded.

MAS101 - PRODUCTION-IN-ACTION
The Production-In-Action course offers every student direct, hands-on experience in completing a professional media production, which encompasses all disciplines at Tribeca Flashpoint Media Arts Academy. During the three weeks of Production-in-Action, students collaborate with fellow students as well as industry professionals to create the finished product. Students will work as part of a cross-discipline team to create digital assets for the production.
Total Contact Hours: 45 / Total Credit Hours: 2

MAS214 - CAREER DEVELOPMENT I
Career Development I introduces students to the skills and practices necessary for a successful transition to a career in the media arts industries. Business correspondence, interviewing, and employee performance expectations are covered. Taking ownership and responsibility for the job search process is underscored while establishing rapport with the Career Services Department.
Total Contact Hours: 16 / Total Credit Hours: 1

MAS234 - CAREER DEVELOPMENT II
Career Development II continues the preparation for media arts industry careers that began in Career Development I. Topics include self-promotion and presentation, business correspondence refresher, elevator pitch, Job Fair, etiquette with employers,

networking, and the Alumni Club. Emphasis is placed on personal accountability and focused enthusiasm for gainful employment in a working relationship with the Career Services Department.
Prerequisite: MAS214
Total Contact Hours: 16 / Total Credit Hours: 1

RAR102 - FUNDAMENTALS OF SOUND + ACOUSTICS I
Fundamentals of Sound + Acoustics I provides an overview of the principles and perception of sound. Students gain an understanding of waveform characteristics such as frequency, period, and amplitude in relation to human hearing and perception of sound. Harmonics, distortion, envelope, timbre, and types of random noise are also examined.
Total Contact Hours: 44 / Total Credit Hours: 3

RAR103 - DIGITAL AUDIO WORKSTATION
The Digital Audio Workstation course explores software and hardware tools in a digital audio workstation environment using personal computer systems. Concepts of digital audio theory, sample rate, and bit depth are covered, as well as recording, editing, mixing, equalization, and dynamic processing. Skills are developed through hands-on lab projects including music editing, sound design, and voice production.
Total Contact Hours: 44 / Total Credit Hours: 3

RAR107 - STUDIO RECORDING I
Studio Recording I introduces students to multi-track recording within the studio environment and provides a hands-on approach to instrument and vocal recording. Aesthetics, signal flow, control surfaces, microphone selection, monitoring, and recorders are covered. Students gain the skills needed for engineering a recording session, and emphasis is placed on client interaction and professional conduct.
Total Contact Hours: 60 / Total Credit Hours: 4

RAR108 - LOCATION AUDIO I
Location Audio I exposes students to the techniques and procedures of capturing production audio on-location. Different recording devices, microphones and communication systems are examined and utilized. Students also work in collaboration with the Film + Broadcast program on each of their production modules. Emphasis is placed on professional conduct and work ethic.
Total Contact Hours: 16 / Total Credit Hours: 1

RAR109 - SOUND DESIGN FOR VISUAL MEDIA I
Sound Design for Visual Media I introduces students to audio production for visual media including video games, film, television, and the web. This course explores techniques used to create sound effects, as well as dialog recording and editing, signal processing, file management, and other audio production methods used in conjunction with linear and interactive media.
Total Contact Hours: 44 / Total Credit Hours: 3

RAR110 - AESTHETICS OF GAME AUDIO
Aesthetics of Game Audio focuses on the production methods that must be considered when creating an appealing audio mix for interactive media. A history of real-world examples will be referenced, each showcasing an effective technique, based in part on the capabilities of the game systems used at the time of development. Students will learn how dialog, music, and sound design are used to enhance game play and create a more immersive experience for players. This course also examines the bigger picture, using examples of games that tie together different production methods and point the way towards future developments.
Total Contact Hours: 16 / Total Credit Hours: 1

RAR111 - AESTHETICS OF THE MOTION PICTURE SOUNDTRACK
Aesthetics of the Motion Picture Soundtrack is a critical listening aesthetics course that uses a 5.1 surround sound playback system in a theatrical setting to study the historical progression of the motion picture soundtrack, from classical sound theory to modern sound theory, then analyze the composition of four distinctive components that form it: dialogue, sound effects, music, and lull, or the decreased use of any/all of the first three. This course focuses on critical analysis and articulation of a point of view instead of exploring the craft-based techniques of post-production practices. This approach establishes a framework of concentrated study of existing motion picture soundtrack design, within which critical thinking and personal expression are required in response.
Total Contact Hours: 32 / Total Credit Hours: 2

RAR113 - AESTHETICS OF MUSIC RECORDING
Aesthetics of Music Recording is a survey course examining recorded music from artistic, and technical perspectives. Students will discuss the universal aspect of the musical language, and society's increasing need to categorize music by genre due

to behavior, trends, and commercial drivers. This listening and analysis course provides an essential platform for students to discover or revisit recorded music approaches, along with artistic and technical aspects according to genre, including aesthetics, instrumentation, arrangement, and recording techniques.
Total Contact Hours: 16 / Total Credit Hours: 1

RAR116 - LIVE SOUND I

Live Sound I introduces students to the tools and technologies used in sound reinforcement systems, including loudspeakers, mixing consoles, and related hardware and software. During this course students will develop the technical skills required to set up and operate a PA system. Emphasis is also placed on client interaction and professional conduct.
Total Contact Hours: 44 / Total Credit Hours: 3

RAR202 - FUNDAMENTALS OF SOUND + ACOUSTICS II

Fundamentals of Sound + Acoustics II builds on the principles studied in Fundamentals of Sound and Acoustics I, and covers topics related to acoustical control and manipulation of sound, including principles of reverberation, absorption, reflection, diffusion and diffraction, enabling students to gain a better understanding of the ways in which sound interacts with the listening environment.
Total Contact Hours: 30 / Total Credit Hours: 2

RAR203 - MUSIC MIXING + MASTERING

Music Mixing + Mastering focuses on the aesthetics of music mixing. Students explore advanced signal processing and automation as it applies to the mixing process. Emphasis is placed on mix translation to various stereo playback systems. Mastering topics and techniques are also covered. Students produce mastered mixes that are completed and ready for duplication.
Total Contact Hours: 44 / Total Credit Hours: 3

RAR204 - STUDIO MAINTENANCE + TROUBLESHOOTING

Studio Maintenance + Troubleshooting examines the fundamentals of audio electronics in studio systems and how to predict, troubleshoot and repair their failure. Students learn the proper procedures for wiring cables and connectors as well as integration with system components. Using multi-meter and oscilloscope test equipment to measure voltage, current, frequency and continuity is explored.
Total Contact Hours: 16 / Total Credit Hours: 1

RAR208 - LOCATION AUDIO II

In the Location Audio II course, students provide the location audio component for Production Module II. Double-systems and communication systems are covered as well as the proper preparation and delivery of production audio to the post-production team.
Total Contact Hours: 60 / Total Credit Hours: 4

RAR210 - SIGNAL PROCESSING

Signal Processing addresses sound design in support of music and audio mixing, audio in film, interactive games, and other electronic media. Emphasis is given to digital signal processing, and existing sound manipulation, sound perception and spatial relationships. The course investigates methods of sound asset creation through actual processing devices, or software plug-ins. Dynamic, frequency, time, and phase driven processors are covered. The course also touches on ear training, and developing listening skills; and includes hands-on advanced signal processing lab work and preparation of sound assets.
Total Contact Hours: 30 / Total Credit Hours: 2

RAR213 - STUDIO RECORDING II

Studio Recording II explores large ensemble recording, as well as building on the foundation of technical and aesthetic material learned in previous studio recording courses. This advanced class introduces students to mixing strategies and techniques combining real-time DSP and outboard processing with a digital audio workstation and analog consoles.
Total Contact Hours: 44 / Total Credit Hours: 3

RAR215 – LIVE SOUND II

Live Sound II introduces students to digital mixing consoles, advanced wireless systems, and room analysis and tuning. During this course students will gain the technical skills required to set up and operate a PA system for both the analog and digital world, learn how to analyze and tune a sound system for a particular room, and develop a working knowledge of wireless systems. Throughout this course, emphasis is placed on client interaction and professional conduct.
Total Contact Hours: 44 / Total Credit Hours: 3

RAR219 - FOCUSED STUDY I: SOUND DESIGN + POST-PRODUCTION

Focused Study I: Sound Design + Post-Production is a capstone course intended to fully develop students for careers in the field of audio production. During this course, students will study and discuss the aesthetics of audio and continue to expand their technical skills through individual and collaborative projects. Students will be expected to critique their own works in progress and articulate a cogent point of view for fellow classmates regarding their work.

Total Contact Hours: 90 / Total Credit Hours: 3

RAR220 - SOUND DESIGN FOR VISUAL MEDIA II

Sound Design for Visual Media II builds on the techniques and approaches used in creating soundtracks for visual media which were introduced in Sound Design for Visual Media I, with emphasis on production methods, workflow, and project management. In-depth examination of techniques used for Foley effects, field recordings, and dialog production will be presented. Students will continue to develop skills in audio editing, digital signal processing, and mixing, using advanced-level tools. Time management, scheduling, and budget considerations will also be covered in detail. Coursework includes the delivery of finished sound effects and dialog files, as well as fully mixed soundtracks.

Total Contact Hours: 44 / Total Credit Hours: 3

RAR221 - FOCUSED STUDY I: MUSIC ENGINEERING + LIVE EVENT PRODUCTION

Focused Study I: Music Engineering + Live Event Production is a capstone course intended to fully develop students for careers in the field of audio production. During this course, students will study and discuss the aesthetics of audio and continue to expand their technical skills through individual and collaborative projects. Students will be expected to critique their own works in progress and articulate a cogent point of view for fellow classmates regarding their work.

Total Contact Hours: 90 / Total Credit Hours: 3

RAR225 - FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their reels and portfolios.

Total Contact Hours: 44 / Total Credit Hours: 3

RAR239 - FOCUSED STUDY II: SOUND DESIGN + POST-PRODUCTION

Focused Study II: Sound Design + Post-Production is a capstone course intended to fully develop students for careers in the field of audio production. During this course, students will study and discuss the aesthetics of audio and continue to expand their technical skills through individual and collaborative projects. Students will be expected to critique their own works in progress and articulate a cogent point of view for fellow classmates regarding their work.

Prerequisite: RAR219

Total Contact Hours: 90 / Total Credit Hours: 3

RAR241 - FOCUSED STUDY II: MUSIC ENGINEERING + LIVE EVENT PRODUCTION

Focused Study II: Music Engineering + Live Event Production is a capstone course intended to fully develop students for careers in the field of audio production. During this course, students will study and discuss the aesthetics of audio and continue to expand their technical skills through individual and collaborative projects. Students will be expected to critique their own works in progress and articulate a cogent point of view for fellow classmates regarding their work.

Prerequisite: RAR221

Total Contact Hours: 90 / Total Credit Hours: 3

RECORDING ARTS PROGRAM OVERVIEW

RECORDING ARTS – YEAR ONE

ENG101	COMPOSITION I
HUM101	HUMANITIES I
MTH101	GENERAL MATH
SPH101	ORAL COMUNICATION
MAS101	PRODUCTION-IN-ACTION
RAR102	FUNDAMENTALS OF SOUND + ACOUSTICS I
RAR103	DIGITAL AUDIO WORKSTATION
RAR107	STUDIO RECORDING I
RAR108	LOCATION AUDIO I
FLM108	PRODUCTION MODULE I

RAR109	SOUND DESIGN FOR VISUAL MEDIA I
RAR110	AESTHETICS OF GAME AUDIO
RAR111	AESTHETICS OF THE MOTION PICTURE SOUNDTRACK
RAR113	AESTHETICS OF MUSIC RECORDING
RAR116	LIVE SOUND I

At the conclusion of YEAR ONE, all Recording Arts students are placed into one of the two following focus tracks:
MUSIC ENGINEERING + LIVE EVENT PRODUCTION / SOUND DESIGN + POST-PRODUCTION

MUSIC ENGINEERING + LIVE EVENT FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
RAR202	FUNDAMENTALS OF SOUND + ACOUSTICS II
RAR203	MUSIC MIXING + MASTERING
RAR204	STUDIO MAINTENANCE + TROUBLESHOOTING
RAR210	SIGNAL PROCESSING
RAR213	STUDIO RECORDING II
RAR215	LIVE SOUND II
RAR221	FOCUSED STUDY I: MUSIC ENGINEERING + LIVE EVENT PRODUCTION
RAR225	FLASHPOINT ACADEMY STUDIOS
RAR241	FOCUSED STUDY II: MUSIC ENGINEERING + LIVE EVENT PRODUCTION

SOUND DESIGN + POST-PRODUCTION FOCUS TRACK – YEAR TWO

MAS214	CAREER DEVELOPMENT I
MAS234	CAREER DEVELOPMENT II
ENG102	COMPOSITION II
HUM102	HUMANITIES II
RAR202	FUNDAMENTALS OF SOUND + ACOUSTICS II
RAR204	STUDIO MAINTENANCE + TROUBLESHOOTING
RAR208	LOCATION AUDIO II
RAR210	SIGNAL PROCESSING
FLM208	PRODUCTION MODULE II
RAR219	FOCUSED STUDY I: SOUND DESIGN + POST-PRODUCTION
RAR220	SOUND DESIGN FOR VISUAL MEDIA II
RAR225	FLASHPOINT ACADEMY STUDIOS
RAR239	FOCUSED STUDY II: SOUND DESIGN + POST-PRODUCTION

CORES STUDIES

ENG010 - INTRODUCTION TO COMPOSITION

Introduction to Composition is designed to hone students' basic writing skills in preparation for Composition I + II. This strategic writing course will assist students in developing written communication skills by constructing a writing process that includes brainstorming strategies, writing multiple drafts, editing, revising, and proofreading. The course curriculum emphasizes the ability to read and think critically and integrates the four elements of communication: reading, writing, speaking, and listening. Designed as a portfolio course, students learn to evaluate their progress as writers, focusing on the clarity of their thesis statement and attention to audience, tone, style, and organization. Through a variety of writing assignments, students will become familiar with expository, descriptive, persuasive, narrative, and comparative writing. Discussion will focus on the many applications of each type of writing. Ultimately, the student will create a body of work and learn the importance of written communication. Completion of this course will ensure that students are equipped to meet the demands of Composition I + II.

Prerequisite: Students who score 5 or below on the written essay portion of the COMPASS® test will be required to take this pass/fail course.

Total Contact Hours: 12 / Total Credit Hours: 0

ENG101 - COMPOSITION I

Composition I is a reading/writing-intensive course that guides each student in establishing his or her writing process and in developing an individual style of written communication. The course curriculum encourages students to demonstrate the ability to organize information, edit, and revise written work, demonstrate an understanding of subject matter, and exhibit critical thinking skills. Through creative, narrative, persuasive, expository, and research-based writing, students strengthen and scaffold their reading comprehension skills, their ability to organize information from multiple sources, and analyze readings by a variety of writers. Emphasis is placed on writing as a means to self-discovery, as well as the value of the writer's interaction with his/her audience. Underlying each assignment is the importance of demonstrating a mastery of standard American English and an ability to present written work in the correct format. The prerequisite for enrollment in Composition I is a minimum score of 7 on the written essay portion of the COMPASS® test. Students who score a 6 on the written essay will be reviewed for placement by faculty. In some cases, an instructor will require the student to attend the Writing Lab as part of his/her course work.

Prerequisite: Written Essay COMPASS® Minimum Score 7 and Reading Comprehension Score of 60 or Higher; or ENG010
Total Contact Hours: 44 / Total Credit Hours: 3

ENG102 - COMPOSITION II

Composition II is a second year course designed to scaffold the writing skills students acquired in Composition I. Continuing to focus on the reading-writing connection, students are asked to explore issues and delve deeper into experiential knowledge and apply writing strategies. The course requires that written works exhibit inventiveness of topic and mastery of subject that is germane to the student's major concentration. Through a variety of writing projects, students must show evidence of their commitment to communication through written expression and analysis of academic concerns. In order to succeed in this course, students must achieve proficiency in several writing techniques, demonstrate organizational and editorial strategies, and show competency in the use of standard American English. Above all, students' writing must clearly communicate ideas to an intended audience.

Prerequisite: ENG101
Total Contact Hours: 44 / Total Credit Hours: 3

HUM101 - HUMANITIES I

Humanities I is a Year One course designed to broaden students' perspective of the cultural landscape available to them as artists and thinkers. Students develop their critical thinking skills, as well as their appreciation of history, culture, politics, and art as they explore how these arenas intersect and inform their goals as media-makers.

Total Contact Hours: 44 / Total Credit Hours: 3

HUM102 - HUMANITIES II

Humanities II is a Year Two course that builds upon the skills developed in Humanities I through thematic and genre-based interdisciplinary study. Students study particular works of art, music, literature, and philosophy and research the cultural impact of artistic movements and approaches as a means of further understanding the impact of media on culture.

Prerequisite: HUM101
Total Contact Hours: 44 / Total Credit Hours: 3

MTH010 - INTRODUCTION TO MATH

Introduction to Math is a course designed to prepare students for General Math. Emphasis is placed on developing strong computational skills that are necessary as a foundation for General Math. The course focuses on reinforcing students' skills and building confidence in working with: ratios, percentages, formulas, fractions and unit conversions. Additional topics include solving linear equations, graphing lines and basic geometry. Emphasis is on developing students' mathematical reasoning and problem-solving skills in a real-world context. Use of calculators and personal computers will be encouraged as tools for learning.

Prerequisite: Students who score 29 or below on the Algebra portion of the COMPASS® test will be required to take this pass/fail course.
Total Contact Hours: 12 / Total Credit Hours: 0

MTH101 - GENERAL MATH

General Math focuses on the development of the student's ability to conduct mathematical reasoning and problem solving in a real-world context. Three or four topics are examined in-depth and may include geometry, linear programming, exponential and logarithmic functions, statistics, probability, graph theory, mathematical modeling, or game theory. Students also gain practice in collecting and analyzing data, and building simple mathematical models. Emphasis is placed on providing opportunities for students to enhance their critical thinking skills and confidence as problem-solvers and constructors of knowledge. Students work with calculators and personal computers as tools for learning.

Prerequisite: MTH010 or a score of 30 or above on the Algebra portion of the COMPASS® test.
Total Contact Hours: 44 / Total Credit Hours: 3
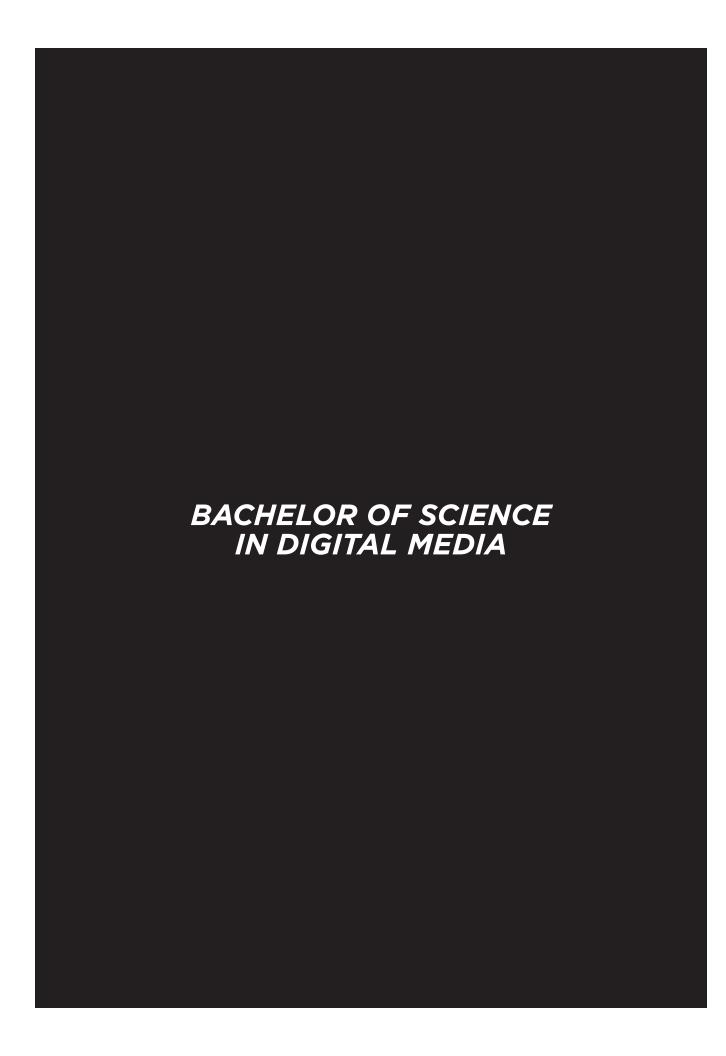
MTH103 - COLLEGE ALGEBRA

College Algebra focuses on strengthening and expanding the student's foundation skills learned in previous courses in beginning and intermediate algebra. Additional topics are introduced which are necessary for further study of advanced mathematics. These topics include: linear and quadratic equations; functions and their graphs; polynomial, rational, exponential and logarithmic functions; systems of equations and inequalities; matrices; and sequences and series. Emphasis is placed on applications and modeling which provide opportunities for students to enhance their critical thinking and problem-solving skills in a real-world context.

Prerequisite: MTH010 or a score of 30 or above on the Algebra portion of the COMPASS® test and consent of the instructor.

Total Contact Hours: 44 / Total Credit Hours: 3

SPH101 - ORAL COMMUNICATION

Oral Communication is a year one course designed to build students' effectiveness as oral communicators. Assignments and exercises are designed to develop speech and presentation skills, and strategies for building confidence as public speakers. Students in this course will 1) develop awareness of the communication process; 2) learn various organizational and expressive strategies; 3) gain understanding of a variety of communication context; and 4) expand their critical skills in listening, reading, thinking, and speaking. Students will be required to deliver both extemporaneous speeches and four planned speeches/ presentations, which demonstrate clear expression, reasoning, and knowledge of a topic. At the completion of the course, students will have gained confidence and competency in the practice of oral communication skills as well as an understanding of communication theory.

Total Contact Hours: 44 / Total Credit Hours: 3

BACHELOR OF SCIENCE
IN DIGITAL MEDIA

BACHELOR OF SCIENCE IN DIGITAL MEDIA PROGRAM

The Bachelor of Science degree in Digital Media with majors in Postproduction, Digital Marketing and Digital Art, prepares students for advanced careers in the media arts industries.

The foundation year provides all students with a core of basic technical and aesthetic skills, as well as experience in the foundations of collaborative team-based work, upon which the rest of the programs builds.

Depending upon their chosen major, students in years 2, 3, and 4 deepen their knowledge of the technology, business and real-world application of their tools and skillset. At the completion of the BS in Digital Media degree, students will be best prepared to enter the media arts industries as producers and specialists with their chosen field.

BS IN DIGITAL MEDIA, MAJOR IN DIGITAL ART

The Bachelor of Science degree in Digital Media with a major in Digital Art provides students with key skills to succeed in diverse digital media fields. Year one provides a foundation in basic concepts and their application to a variety of digital media, mixed with essential hands-on learning of core media arts concepts. These foundations include basic arts skills as well as the fundamental software packages used in the digital art world.

During year two, students establish specific career passions and examine potential career pathways, including game art, visual effects, and visual communication and design. Students learn the aesthetics of their craft as well as experiencing accelerated hands-on learning of industry-specific equipment and software. Years three and four begin the intense focused study of the student's specific chosen concentration, which may include: animation, simulations, environment modeling, character modeling, game art, graphic design, interactive design, web design, or motion graphics. Working in groups and individually, each student will participate in projects connected to contemporary real world career experiences, including building games, visual effects shorts, and design expos.

Students learn to take on roles in production, developing specialized content that will be incorporated into the students' professional reel. This will prepare graduates for immediate entry into the job market as a graphic designer, brand and identity designer, print and package designer, publication designer, marketing strategist, communication director, motion graphics designer, art director, character animator, character modeler, environment modeler, simulations FX technical director, layout artist, lighting technical director, rigger, motion capture technical director, match-move artist, digital compositor, or VFX supervisor.

To successfully complete the Bachelor of Science in Digital Media with a major in Digital Art, students must complete 120 total credit hours consisting of 60 hours of core coursework, 42 hours of general studies, and 18 hours of electives.

COMMON CORE (YEAR 1)		
CSC 101	Computer Technology	3
ENG 101	Composition I	3
PSY201	Introduction to Psychology	3
SPH 101	Oral Communication	3
LIT 101	The Hero's Journey	3
MTH 101	General Math	3
FDN 101	Design	3
FDN 111	Entrepreneurship	3
FDN 121	Simulations / Production-in-Action	3
FDN 131	Introduction to Media and Motion	3

DIGITAL ART (YEAR 2)		
ENG102	Composition II	3
HIS201	World Cultures	3
SCI201	Introduction to Astronomy	3
DMA231	2D Image Manipulation	3
DMA241	2D Practical Design	3
DMA251	Introduction to 3D Modeling	3
DMA261	Advanced 3D Modeling	3
DMA201	Art Fundamentals	3
DMA211	Figure Drawing	3
DMA221	Perspective and Still Life Drawing	3

DIGITAL ART (YEAR 3)		
HIS302	Western Civilization	3
HUM112	Art History	3
SOC101	Introduction to Sociology	3
DMA301	3D Animation I	3
DMA311	Lighting and Rendering 1	3
DMA321	Introduction to Compositing	3
DMA331	3D Animation II	3
DMAxxx	DMA Elective 1	3
DMAxxx	DMA Elective 2	3
DMAxxx	DMA Elective 3	3

DIGITAL ART (YEAR 4)		
SCI302	The Biology of Humans	3
MAS401	Career Development/Marketing	3
DMA421	Portfolio Development	3
DMA431	Production Studio 1	3
DMA441	Production Studio 2	3
DMA411	Lighting and Rendering 2	3
DMAxxx	DMA Elective 4	3
DMAxxx	DMA Elective 5	3
DMAxxx	DMA Elective 6	3
HUM 411	Language + Symbols + Society	3

DIGITAL ART (ELECTIVES)		
DMA310	Western Civilization	3
DMA320	Art History	3
DMA330	Introduction to Sociology	3
DMA410	3D Animation I	3
DMA420	Lighting and Rendering 1	3
DMA430	Introduction to Compositing	3
DMK210	3D Animation II	3

GENERAL EDUCATION COURSES		
SPH101	Oral Communication	3
CSC101	Computer Technology	3
ENG101	Composition I	3
ENG102	Composition II	3
LIT 101	The Hero's Journey	3
HUM 411	Language + Symbols + Society	3
HUM112	Art History	3
PSY201	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
HIS201	World Cultures	3
HIS302	Western Civilization	3
SCI201	Introduction to Astronomy	3
SCI302	The Biology of Humans	3
MTH 101	General Math	3

BS IN DIGITAL MEDIA, MAJOR IN DIGITAL MARKETING

The Bachelor of Science degree in Digital Media with a major in Digital Marketing exposes students to integral aspects of the contemporary digital media landscape and prepares students for a range of careers in online marketing, beginning with a focus on marketing, quantitative analysis, and writing.

Throughout the Digital Marketing BS degree program, students will learn the tools and technologies for digital marketing, including development of integrated marketing plans, creation of websites, optimization of sites for search, and marketing through email, pay-per-click, video, mobile, and social media. Students will put this learning into action both as part of in-class practicum and as part of team-based projects and internships. Additionally, students will gain basic competency in at least one modern computer programming or web development language.

Students successfully completing their Digital Marketing major will be well-prepared for a range of marketing careers including work at advertising and marketing agencies, consultancies, and at companies of all sizes. At the conclusion of the four-year program, students will have developed a portfolio of hands-on marketing work, demonstrating competency to potential employers. Team based projects connected to contemporary real world career experiences are incorporated into the students' portfolios, which equip graduates to work at start-up companies or to successfully pursue entrepreneurial opportunities.

To successfully complete the Bachelor of Science in Digital Media with a major in Digital Marketing, students must complete 120 total credit hours consisting of 60 hours of core coursework, 42 hours of general studies, and 18 hours of electives.

COMMON CORE (YEAR 1)		
CSC 101	Computer Technology	3
ENG 101	Composition I	3
PSY201	Introduction to Psychology	3
SPH 101	Oral Communication	3
LIT 101	The Hero's Journey	3
MTH 101	General Math	3
FDN 101	Design	3
FDN 111	Entrepreneurship	3
FDN 121	Simulations / Production-in-Action	3
FDN 131	Introduction to Media and Motion	3

DIGITAL MARKETING (YEAR 2)		
DMK201	Consumer Behavior	3
DMK211	Introduction to Website Development	3
DMK231	Web Analytics	3
DMK241	Introduction to Search Optimization	3
DMK251	Statistical Thinking and Data Analysis	3
DMK261	History and Evolution of Marketing	3
HIS201	World Cultures	3
SCI201	Introduction to Astronomy	3
ELEC	Elective 1	3
ELEC	Elective 2	3

DIGITAL MARKETING (YEAR 3)		
DMK311	Integrated Marketing Portfolio Development	3
DMK321	Design Thinking and User Experience Design	3
DMK331	Landing Page Dev & Optimization	3
DMK341	Entrepreneurship In Action 1	3
DMK351	Entrepreneurship In Action 2	3
ENG102	Composition II	3
HUM112	Art History	3
SOC101	Introduction to Sociology	3
ELEC	Elective 3	3
ELEC	Elective 4	3

DIGITAL MARKETING (YEAR 4)		
DMK410/ DMK430	Entrepreneurship In Action 3 OR Small Business 1	3
DMK420/ DMK440	Entrepreneurship In Action OR Small Business 2	3
DMK401	Project Management	3
DMK470	Pay Per Click Advertising	3
DMK340	Introduction to Mobile Marketing	3
HUM 411	Language + Symbols + Society	3
HIS302	Western Civilization	3
SCI302	The Biology of Humans	3
ELEC	Elective 5	3
ELEC	Elective 6	3

DIGITAL MARKETING (ELECTIVES)		
DMK210	Brand Management	3
DMK220	Social Media Marketing	3
DMK221	Computer Programming for Web Dev	3
DMK230	Market Research	3
DMK320	Community Management	3
DMK410	Entrepreneurship In Action 3	3
DMK420	Entrepreneurship In Action 4	3
DMK430	Small Business 1	3
DMK440	Small Business 2	3
DMK312	Mobile App Development 1	3
DMK412	Mobile App Development 2	3

GENERAL EDUCATION COURSES		
SPH101	Oral Communication	3
CSC101	Computer Technology	3
ENG101	Composition I	3
ENG102	Composition II	3
LIT 101	The Hero's Journey	3
HUM 411	Language + Symbols + Society	3
HUM112	Art History	3
PSY201	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
HIS201	World Cultures	3
HIS302	Western Civilization	3
SCI201	Introduction to Astronomy	3
SCI302	The Biology of Humans	3
MTH101	General Math	3

BS IN DIGITAL MEDIA, MAJOR IN POSTPRODUCTION

Throughout the Postproduction BS degree program, students create professional-quality media projects to contemporary industry standards. Completion of short films, feature films, documentaries, games, mobile device applications [apps], radio, television, music, and internet content will be integrated into team based projects connected to contemporary real world career experiences. These pieces are incorporated into the students' professional reels, which prepare graduates for immediate entry into the job market as film editors, sound and music editors, compositors, color technicians, postproduction assistants, post-production coordinators, postproduction supervisors, associate producers, motion graphics artists, facilities operation management, ADR recordists and editors, Foley recordists. The Bachelor of Science in Digital Media program provides students with the necessary skills to work in these fields through hands-on learning with state of the art equipment in the classroom and labs.

Year one provides a foundation in basic concepts, and their application to a variety of digital media, mixed with essential hands-on learning of core media arts concepts. Year two examines the breadth of post-production technology with classes in film and broadcast, audio recording, and an introduction to VFX and design. Year Three delves even deeper into specific skills required of a media professional in post-production, including film editing, audio mixing, color timing, and motion graphics. Year Four is heavily project intensive with challenging advanced-level courses, and learning alongside industry professionals. Students develop not only the technical skills needed for success, but also the collaborative, problem solving, and aesthetic skills needed in the professional world of post production.

To successfully complete the Bachelor of Science in Digital Media with a major in Post production, students must complete 120 total credit hours consisting of 60 hours of core coursework, 42 hours of general studies, and 18 hours of electives.

COMMON CORE (YEAR 1)		
CSC 101	Computer Technology	3
ENG 101	Composition I	3
PSY201	Introduction to Psychology	3
SPH 101	Oral Communication	3
LIT 101	The Hero's Journey	3
MTH 101	General Math	3
FDN 101	Design	3
FDN 111	Entrepreneurship	3
FDN 121	Simulations / Production-in-Action	3
FDN 131	Introduction to Media and Motion	3

DIGITAL MEDIA, POSTPRODUCTION (YEAR 2)		
PST211	AVID Editing	3
PST221	Digital Audio Workstation	3
PST231	Production Module: Storytelling	3
PST251	Final Cut Pro Editing	3
PST261	Location Audio	3
ENG102	Composition II	3
HIS201	World Cultures	3
SCI201	Introduction to Astronomy	3
ELEC	Elective 1	3
ELEC	Elective 2	3

DIGITAL MEDIA, POSTPRODUCTION (YEAR 3)		
PST311	Advanced Editing	3
PST321	Sound Design for Visual Media I	3
PST331	Sound Design for Visual Media II	3
PST341	Advanced Production	3
PST351	Mastering and Digital Distribution	3
HUM112	Art History	3
SOC101	Introduction to Sociology	3
SCI302	The Biology of Humans	3
ELEC	Elective 1	3
ELEC	Elective 2	3

DIGITAL MEDIA, POSTPRODUCTION (YEAR 4)		
PST498	Capstone Experience 1	3
PST499	Capstone Experience 2	3
PST411	Transmedia Story Worlds	3
PST421	Career Dev and Marketing Strategies	3
PST432	Portfolio Development	3
PST441	Flashpoint Academy Studios	3
HIS302	Western Civilization	3
HUM411	Language + Symbols + Society	3
ELEC	Elective 1	3
ELEC	Elective 2	3

POSTPRODUCTION (ELECTIVES)			GENERAL EDUCATION COURSES		
PST210	After Effects	3	SPH101	Oral Communication	3
PST220	Aesthetics of the Motion Picture Soundtrack	3	CSC101	Computer Technology	3
PST230	Aesthetics of Cinema	3	ENG101	Composition I	3
PST240	History of Digital Media	3	ENG102	Composition II	3
PST241	Documentary Theory and Production	3	LIT 101	The Hero's Journey	3
PST250	Fundamentals of Sound and Vision	3	HUM 411	Language + Symbols + Society	3
PST310	Restoration and Digital Archiving	3	HUM112	Art History	3
PST320	Producing Fundamentals	3	PSY201	Introduction to Psychology	3
PST330	Directing Fundamentals	3	SOC101	Introduction to Sociology	3
PST340	Signal Processing	3	HIS201	World Cultures	3
PST410	Sound Synthesis and MIDI Production	3	HIS302	Western Civilization	3
PST420	Introduction to Screenwriting	3	SCI201	Introduction to Astronomy	3
PST430	New Media Writing and Production	3	SCI302	The Biology of Humans	3
PST440	Broadcast Writing and Production	3	MTH101	General Math	3

CORE STUDIES COURSES

SPH101 - ORAL COMMUNICATION

Oral Communication designed to build students' effectiveness as oral communicators. Assignments and exercises are designed to develop speech and presentation skills, and strategies for building confidence as public speakers. Students in this course will 1) develop awareness of the communication process; 2) learn various organizational and expressive strategies; 3) gain understanding of a variety of communication contexts; and 4) expand their critical skills in listening, reading, thinking and speaking. Students will be required to deliver both extemporaneous speeches and four planned speeches/presentations, which demonstrate clear expression, reasoning, and knowledge of a topic. At the completion of the course, students will have gained confidence and competency in the practice of oral communication skills as well as an understanding of communication theory.
Total Contact Hours: 45 / Total Credit Hours: 3

CSC101 - COMPUTER TECHNOLOGY

Computer Technology is a survey course of computers and information processing and their roles in society. The course introduces the students to a historical perspective on computing, hardware, software, information systems, and human resources, and explores their integration and application in technology. business and other segments of society. Students will be required to complete assignments using a PC's operating system, and several commonly-used applications, such as word processing, Internet Browsers and search engines, spread sheets and graphics presentations.
Total Contact Hours: 45 / Total Credit Hours: 3

ENG101 - COMPOSITION I

Composition I is a reading/writing-intensive course that guides each student in establishing his or her writing process and in developing an individual style of written communication. The course curriculum requires students to demonstrate the ability to organize information, edit, and revise written work, demonstrate an understanding of subject matter, and exhibit critical thinking skills. Through creative, narrative, persuasive, expository, and research-based writing, students strengthen and scaffold their reading comprehension skills, their ability to organize information from multiple sources, and their ability to analyze readings from a variety of writers. Emphasis is placed on writing as a means of self-discovery, as well as the value of the writer's interaction with his/her audience. Underlying each assignment is the importance of demonstrating a mastery of standard American English and an ability to present written work in the correct format.

The prerequisite for enrollment in Composition I is a minimum score of 8 on the written essay portion of the COMPASS® test. Students who score a 7 on the written essay will be reviewed for placement by faculty. In some cases, an instructor will require the student to attend the Writing Lab as part of his/her course work.
Total Contact Hours: 45 / Total Credit Hours: 3

ENG102 - COMPOSITION II

Composition II is designed to further develop the writing skills students developed in Composition I. Continuing to focus on the reading-writing connection, students explore issues and delve deeper into experiential knowledge through writing strategies. The course requires their written works to exhibit inventiveness of topic and mastery of subject germane to the student's major concentration. Through a variety of writing projects, students must show evidence of their commitment to communication through written expression and analysis of academic concerns. In order to succeed in this course, students must achieve proficiency in several writing techniques, demonstrate organizational and editorial strategies, and show competency in the use of standard American English. Above all, students' writing must clearly communicate ideas to an intended audience.
Prerequisite: ENG101
Total Contact Hours: 45 / Total Credit Hours: 3

PSY201 - INTRODUCTION TO PSYCHOLOGY

Introduction to Psychology is designed to give the student a basic understanding of the psychology of human behavior. The student is exposed to the concepts, terminology, principles, and theories that comprise an introductory course in psychology. Topics covered synthesize a broad range of knowledge about psychology, emphasize research methodology, encourage critical thinking, and convey a multicultural approach that respects human diversity and individual differences.
Total Contact Hours: 45 / Total Credit Hours: 3

SOC101 INTRODUCTION TO SOCIOLOGY

Introduction to Sociology provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including, culture, deviance, inequality, social change, race and power.
Total Contact Hours: 45 / Total Credit Hours: 3

HIS201 - WORLD CULTURES

This course examines the numerous cultures and histories that are largely unfamiliar to the West. The goal is to expose students to the wide variety of cultures and rich histories that are a part of a world that is becoming smaller and more globally aware.
Total Contact Hours: 45 / Total Credit Hours: 3

HIS302 - WESTERN CIVILIZATION

For most of history, humans lived in small groups that hunted and gathered their food, but around 8,000 BCE (Before Common Era), they settled down to farm, formed larger groups, settled in communities and created religious institutions. By 1500, some humans had created large-scale institutions while others retained smaller, local institutions. Since then, the tension between large and local institutions has provided much of the energy that drives history. Course topics include developments in technology, economy, politics, religious institutions and faiths, cultural media and Social ideals. Together, these themes add up to the civilization of the west.
Total Contact Hours: 45 / Total Credit Hours: 3

SCI201 - INTRODUCTION TO ASTRONOMY

This course presents an introduction to the field of Astronomy, including the current investigations for life on other planets. Course topics include modern methods of observational astronomy, an overview of the scientific method, age and origin of the Solar System, descriptions of the planets and discussions of the possibility of life on other planets.
Total Contact Hours: 45 / Total Credit Hours: 3

SCI302 - THE BIOLOGY OF HUMANS

In this course, the student will demonstrate an appreciation of life phenomena and the human body. Topics include basic metabolic functions that create and sustain life, reproduction, growth, development, systems of the human body and the interactions that humans have with their environment.
Total Contact Hours: 45 / Total Credit Hours: 3

MTH101 - GENERAL MATH

General Math focuses on the development of the student's ability to conduct mathematical reasoning and problem solving in a real-world context. Three or four topics are examined in-depth and may include geometry, linear programming, exponential and logarithmic functions, statistics, probability, graph theory, mathematical modeling, or game theory. Students also gain practice in collecting and analyzing data, and building simple mathematical models. Emphasis is placed on providing opportunities for students to enhance their critical thinking skills and confidence as problem-solvers and constructors of knowledge. Students work with calculators and personal computers as tools for learning.
Prerequisite: Successful completion of MTH010, a Compass® test math score of 30 or higher, or by Department approval.
Total Contact Hours: 45 / Total Credit Hours: 3

LIT101 - THE HERO'S JOURNEY

The Hero's Journey is a reading/writing-intensive course that looks at the mythic motif of the "Hero's Journey" as it appears in Literature, Film, Pop Culture, and in our own lives.
Total Contact Hours: 45 / Total Credit Hours: 3

HUM411 - LANGUAGE + SYMBOLS + SOCIETY

Language + Symbols + Society examines the nature of language and symbolic structures within human social worlds. It explores the nature and structure of language, the underlying meanings and rules of conversation, the shaping of language by gender and social class, formal language and foul language and what they mean, and language and culture: how the structure of consciousness is shaped by language. It also examines a range of symbols in society, the language not just of words but of everyday goods and everyday life, popular culture and mass media, political discourse and propaganda, and computers and cyberspace, to understand how cultural symbols are socially constructed, performed, and contested. Language and symbols and their cultural construction and social usage form a central topic of anthropological inquiry; this course will explore and explicate this topic.
Total Contact Hours: 45 / Total Credit Hours: 3

HUM112 - ART HISTORY

This course provides an introduction to the language of the visual arts and a foundation for individual understanding and enjoyment of art. This class will focus on how art communicates, how to analyze and interpret it, and how we can see it as a cultural product that reveals something about the society that produced it. Class sessions will move between lecture and in-class discussions.
Total Contact Hours: 45 / Total Credit Hours: 3

FOUNDATION COURSEWORK

FDN101 - DESIGN

Design focuses on the history of design and its applications, as well as focuses on the basic principles of design: terminology, methods of problem-solving, aspects of composition, visual hierarchy, content development, scale, contrast and pattern. Students will study design movements while learning the fundamentals behind any good design.
Total Contact Hours: 45 / Total Credit Hours: 3

FDN111 - ENTREPRENEURSHIP

Entrepreneurship teaches students the essential attributes of an entrepreneur and the stages one goes through in taking the seed of an idea and growing it into a successful business. This course provides practical insights into the differences between effective leadership and management by exploring the concepts of Emotional Intelligence in the workplace and determining how to identify and develop human capital – the lifeblood of every business.
Total Contact Hours: 45 / Total Credit Hours: 3

FDN121 - SIMULATIONS/PRODUCTION-IN-ACTION

Simulations/Production-in-Action offers every student direct, hands-on experience in completing a professional media production. Production-in-Action students collaborate with students from all TFA disciplines, as well as industry professionals to create the finished product. Students will work as part of a cross-discipline team to create digital assets for the production.
Total Contact Hours: 45 / Total Credit Hours: 3

FDN131 - INTRODUCTION TO MEDIA AND MOTION

Introduction to Media and Motion is part of a continuum of learning that focuses on strengthening students' awareness of their world, their understanding of the external and internal forces that shape their perceptions, and their understanding of the aesthetic choices available to them as media artists. In this course, students will be exposed to exercises and assignments that invite discovery of four media building blocks: Sound, Image, Time, & Space. Students will explore these dimensions through learning that reinforces the interdependence of these elements and their use as artistic tools. Emphasis will be placed on providing students with opportunities to experience Sound, Image, Time & Space in a fresh, unexpected way. The students' learning experience will include direct observation, verbal and written response, and interaction with the environment.
Total Contact Hours: 45 / Total Credit Hours: 3

PST211 - AVID EDITING

This course provides hands-on experience working with Avid Media Composer editing software. Students learn narrative editing strategies and approaches, assistant editor responsibilities, various software packages, contemporary trends in the industry, the relationship between the director and editor, the role of the producer and post-production supervisor, as well as professional conduct when editing and screening work.

Prerequisite: FDN121 and FDN131

Total Contact Hours: 45 / Total Credit Hours: 3

PST221 - DIGITAL AUDIO WORKSTATION

The Digital Audio Workstation (DAW) course explores software and hardware tools in a digital audio workstation environment using personal computer systems. Concepts of digital audio theory, sample rate, and bit depth are covered, as well as recording, editing, mixing, and integrating video content. Skills are developed through hands-on lab projects including music editing, sound design, and voice production.

Total Contact Hours: 45 / Total Credit Hours: 3

PST231 - PRODUCTION MODULE: STORYTELLING

This course is designed to introduce students to the fundamentals of film production. During this course students will collaborate on production exercises, and produce a three-minute narrative film, learning all the necessary steps along the way, from pre-production to production. Emphasis is placed on storytelling, character development, achieving high production values, and collaboration.

Total Contact Hours: 45 / Total Credit Hours: 3

PST251 - FINAL CUT PRO EDITING

This course provides hands-on experience picture editing using Final Cut Pro editing software. Students learn narrative editing strategies and approaches, assistant editor responsibilities, various software packages, contemporary trends in the industry, the relationship between the director and editor, the role of the producer and post-production supervisor, as well as professional conduct while editing and screening projects.

Prerequisite: FDN131

Total Contact Hours: 45 / Total Credit Hours: 3

PST261 - LOCATION AUDIO

Location Audio exposes students to the techniques and procedures of capturing production audio on-location. Different recording devices, microphones and communication systems are examined and utilized. Students also work in collaboration with the Film + Broadcast program on each of their production modules. Emphasis is placed on professional conduct and work ethic.

Total Contact Hours: 45 / Total Credit Hours: 3

PST311 - ADVANCED EDITING

This intensive course delves into both the technical craft of editing and the art of making movies. Through hands-on projects, students learn both FINAL CUT PRO and AVID in detail, while further developing their skills in Photoshop and After Effects. Student responsibilities will include: scheduling the post process, prepping the project for an editor, editing the project, adding SFX, VO and other audio elements, doing an audio mix, adding sophisticated graphics, compressing and distributing the rough cut for approval on the web, color-correcting the footage, finalizing the project through finish and to broadcast standards.

Prerequisite: PST211 and PST251

Total Contact Hours: 45 / Total Credit Hours: 3

PST321 - SOUND DESIGN FOR VISUAL MEDIA I

Sound Design for Visual Media I introduces students to audio production for visual media including video games, film, television, and the web. This course explores techniques used to create sound effects, as well as dialog recording and editing, signal processing, file management, and other audio production methods used in conjunction with linear and interactive media.

Total Contact Hours: 45 / Total Credit Hours: 3

PST331 - SOUND DESIGN FOR VISUAL MEDIA II

Sound Design for Visual Media II builds on the techniques and approaches used in creating soundtracks for visual media which were introduced in Sound Design for Visual Media I, with emphasis on production methods, workflow, and project management. In-depth examination of techniques used for Foley effects, field recordings, and dialog production will be presented. Students will continue to develop skills in audio editing, digital signal processing, and mixing, using advanced-level tools. Time management, scheduling, and budget considerations will also be covered in detail. Coursework includes the delivery of finished sound effects and dialog files, as well as fully mixed soundtracks.

Prerequisite: PST321 – Sound Design for Visual Media I
Total Contact Hours: 45 / Total Credit Hours: 3

PST341 - ADVANCED PRODUCTION

Advanced Production is a semester-long course, which continues to foster the collaborative process. Students submit original screenplays that are selected for production by faculty, who act as executive producers of the films. During this course students will gain further understanding of pre-production and production techniques to develop compelling narratives.
Prerequisite: PST231
Total Contact Hours: 45 / Total Credit Hours: 3

PST351 - MASTERING AND DIGITAL DISTRIBUTION

The Mastering and Digital Distribution course will provide students with a background in preparing sound and vision for dissemination to a global audience. Students will learn to export an edited production to a diverse variety of formats for internet streaming, theatrical projection, broadcast, mobile devices, and disc-based media. For each distribution scenario, students will explore color timing, media authoring techniques, sound mixing and encoding techniques, plus delivery of media to distribution centers, considerations for subtitles and alternate language dubs, and data compression methods.
Prerequisite: PST331and PST311
Total Contact Hours: 45 / Total Credit Hours: 3

PST411 - TRANSMEDIA STORY WORLDS

This course focuses on the creation of complex narrative worlds that exist across multiple media platforms. Students learn about nonlinear, multilinear, branching, drillable, spreadable, participatory and interactive storytelling forms. Special emphasis is placed on characterization, setting, technological platform and narrative structures. Students design story worlds that span multiple platforms, genres, audiences and creative domains. They are required to meet deadlines, create budgets and schedules, while communicating their ongoing progress to the instructor.
Prerequisite: FDN131
Total Contact Hours: 45 / Total Credit Hours: 3

PST421 - CAREER DEVELOPMENT AND MARKETING STRATEGIES

Career Development and marketing Strategies educates students on skills and practices necessary for a successful transition to a career in the media arts industries.   Reel and portfolio creation, bio composition, online marketing and networking, and job search strategies are covered. Taking ownership and responsibility for the job search process is underscored.
Prerequisite: Satisfactory completion of all third-year courses, or by department approval.
Total Contact Hours: 45 / Total Credit Hours: 3

PST431 - PORTFOLIO DEVELOPMENT

Portfolio Development provides students with the unique opportunity to look at themselves as artists and recognize why they create the works they do, how they hope to impact their audience, and find a vocabulary to define themselves as artists. Through this process, students will develop an idea of their strengths as media professionals and will create a website and portfolio DVD to promote and market themselves as professionals.
Prerequisite: PST231
Total Contact Hours: 45 / Total Credit Hours: 3

PST441 - FLASHPOINT ACADEMY STUDIOS

Flashpoint Academy Studios provides students with the unique opportunity to participate in a media arts production company. Working in teams, students are assigned client-based projects derived from inside the institution and from the public at large. Each faculty-supervised team is responsible for delivery of a professional, finished product for the client. Upon completion of the course, students will have gained experience in collaboration and accumulated professional work credits for their reels and portfolios. Prerequisite: Successful completion of all third-year courses.
Total Contact Hours: 45 / Total Credit Hours: 3

PST498 - CAPSTONE EXPERIENCE I

This course is a capstone experience in which students are mentored through the process of creating a final media project such as a narrative film, web series, documentary, television-pilot, or transmedia story. Students take on a variety of roles, mastering both creative and financial aspects of media production. They hold regular production meetings, working collaboratively as a team and with their faculty mentor. The first capstone semester focuses on pitching, writing, development and preproduction, including pre-visualization, budget, schedules, character breakdowns, casting calls, auditions, readthroughs, rehearsals, calls sheets and funding.
Prerequisite: Satisfactory completion of all third-year courses.
Total Contact Hours: 60 / Total Credit Hours: 3

PST499 - CAPSTONE EXPERIENCE II

The second semester of the capstone experience focuses on production, postproduction, distribution and promotion. Student teams capture visuals and audio and then manipulate and refine them through editing, sound design, mixing, mastering and color correction. At the same time, they locate a distribution platform and attract an audience via social media marketing and promotion.
Prerequisite: PST498
Total Contact Hours: 60 / Total Credit Hours: 3

POSTPRODUCTION MAJOR ELECTIVES

PST210 - AFTER EFFECTS

After Effects builds on the foundation from previous post-production classes, students will gain intermediate and advanced knowledge of Adobe After Effects. Students will learn the technical software and tools as well as the creative and aesthetic approaches for a variety of projects, including: 2D motion graphics, 3D motion graphics, compositing, visual effects, typography, station IDs, and film titles. Motion graphics history, media management, client delivery, industry best practices and group collaboration will also be stressed.
Prerequisite: PST211 and PST251
Total Contact Hours: 45 / Total Credit Hours: 3

PST220 - AESTHETICS OF THE MOTION PICTURE SOUNDTRACK

Aesthetics of the Motion Picture Soundtrack is a critical listening aesthetics course that uses a 5.1 surround sound playback system in a theatrical setting to study the historical progression of the motion picture soundtrack, from classical sound theory to modern sound theory, then analyze the composition of four distinctive components that form it: dialogue, sound effects, music, and lull, or the decreased use of any/all of the first three. This course focuses on critical analysis and articulation of a point of view instead of exploring the craft-based techniques of post-production practices. This approach establishes a framework of concentrated study of existing motion picture soundtrack design, within which critical thinking and personal expression are required in response.
Total Contact Hours: 45 / Total Credit Hours: 3

PST230 - AESTHETICS OF CINEMA

Aesthetics of Cinema is designed to introduce basic principles of and perspectives on film and video art; to present concepts of film "language" (both specific terms and the notion of film grammar); to show how the development of these principles, perspectives and concepts parallel advancements in filmmaking technology; to relate film and video aesthetics to other art forms, the individual and society. The critical relationship between story structure and visual storytelling is also explored.
Total Contact Hours: 45 / Total Credit Hours: 3

PST240 - HISTORY OF DIGITAL MEDIA

History of Digital Media explores the parallel development of recorded audio, film, still images, interactive media, broadcast, web-based media, ebooks, on-line education, and the rise of the personal computer during the 20th and 21st centuries. From Konrad Zuse, Harry Nyquist, and other pioneers of digital technology, through the innovations of George Lucas and Steve Jobs, and towards the latest developments in mobile media, students will come to understand the scope of the quickly evolving digital media landscape, their place within it, and learn about trends that will affect their careers in the future.
Total Contact Hours: 45 / Total Credit Hours: 3

PST241 - DOCUMENTARY THEORY AND PRODUCTION

This course examines nonfiction filmmaking techniques with an emphasis on the historical development of the documentary. Advanced viewing and discussion of selected documentaries and instruction in various production skills necessary to create video documentaries. Final objectives: completion of series of exercises from conceptualization through postproduction, culminating in production of short documentary.
Total Contact Hours: 45 / Total Credit Hours: 3

PST250 - FUNDAMENTALS OF SOUND AND VISION

Fundamentals of Sound and Vision provides an overview of the principles and perception of sound and light. Students gain an understanding of waveform characteristics such as frequency, period, and amplitude in relation to human hearing and vision. Harmonics, distortion, envelope, timbre, spectrum, color, wavelength, and transducers are also covered. The course also includes an introduction to electronics and the basic biology of the human auditory and visual systems.
Total Contact Hours: 45 / Total Credit Hours: 3

PST310 - RESTORATION AND DIGITAL ARCHIVING

The Restoration and Digital Archiving course will immerse advanced students in the techniques required for saving classic media from vanishing forever, and for "future-proofing" contemporary works. Students will work on managing the effects of dirt, torn film, color fade, color change, excessive film grain, missing scenes and sound, shrinkage, and poor frame alignment. Audio restoration will be discussed as well, as students will learn to remove noise, pops, clicks, and crackles, while using equalizers and other tools to sweeten vintage soundtracks. Topics in film scanning, managing obsolete film and audio formats, "vinegar syndrome", baking audio tapes, and long-term storage of digital media will be examined in depth.

Prerequisite: PST351

Total Contact Hours: 45 / Total Credit Hours: 3

PST320 - PRODUCING FUNDAMENTALS

This course focuses on the role of the producer, the person who oversees the project from start to finish. Students learn about different types of producers: executive producer, line producer, unit production manager, and the AD. In addition, they learn about contracts, deal memos, hiring and firing crew, production forms and processes, steps to creating budgets, location scouting and on-set protocols.

Prerequisite: FDN121 and FDN131

Total Contact Hours: 45 / Total Credit Hours: 3

PST330 - DIRECTING FUNDAMENTALS

In this intensive course, students develop original media arts projects. They attend classes designed to prepare them for the artistic and visionary aspects of directing, including ways to pre-produce, plan a SHOT list, make aesthetic decisions, develop a back-story, work with actors, mount a scene. All of this culminates in an exercise designed to test and enhance their interpretive efforts.

Prerequisite: FDN121 and FDN131

Total Contact Hours: 45 / Total Credit Hours: 3

PST340 - SIGNAL PROCESSING

Signal Processing addresses sound design in support of audio mixing, audio in film, interactive games, and other electronic media. Emphasis is given to digital signal processing, and existing sound manipulation, sound perception and spatial relationships. The course investigates methods of sound asset creation through actual processing devices, or software plug-ins. Dynamic, frequency, time, and phase driven processors are covered. The course also touches on ear training, and developing listening skills; and includes hands-on advanced signal processing lab work and preparation of sound assets.

Prerequisites: PST321 and PST221

Total Contact Hours: 45 / Total Credit Hours: 3

PST260 - CINEMATOGRAPHY FUNDAMENTALS

Cinematography Fundamentals introduces basic camera and lighting techniques for students with little or no cinematography experience. Students become familiar with uses of professional camera and lighting equipment and important cinematography procedures. The roles of the grip, electric and camera departments on the film set are also explored. This course encourages intelligent, thoughtful approaches to lighting and camera work based on narrative storytelling practices.

Prerequisite: FDN121 and FDN131

Total Contact Hours: 45 / Total Credit Hours: 3

PST410 - SOUND SYNTHESIS AND MIDI PRODUCTION

Sound Synthesis continues to focus on sound perception and ear-training skills for sound designers. Emphasis is given to the actual creation of electronically synthesized sounds, and more complex, in-depth manipulation of existing sounds to support audio stand-alone tracks, audio in films, interactive games, and other electronic media backing story structure. The course includes hands-on lab work on subtractive synthesis, and an introductory overview of other forms of sound synthesis (FM, Waves, Sampling).

Prerequisite: PST221

Total Contact Hours: 45 / Total Credit Hours: 3

PST420 - INTRODUCTION TO SCREENWRITING

Screenwriting addresses the major components of writing for film. The areas covered in the course include: the differences in story structure between short and long form, developing good stories, the critical necessity of rewrites, the relationship with the producer and director, receiving notes, and polishing.

Total Contact Hours: 45 / Total Credit Hours: 3

PST430 - NEW MEDIA WRITING AND PRODUCTION

New Media Writing and Production addresses the art of writing and producing content for new media platforms. It focuses on topics and forms increasingly relevant in the digital era. Students develop a concept for an original web series, create a show bible

and write and rewrite several show episodes. They then produce these episodes and post them online. Producing duties include securing rights and clearances, working with on camera talent, addressing technical issues and improving production values.
Prerequisite: FDN131
Total Contact Hours: 45 / Total Credit Hours: 3

PST440 - BROADCAST WRITING AND PRODUCTION
This course begins with an overview of professional positions within the broadcast arena. Media Literacy is emphasized, along with continued instruction in pitching, writing, preproduction, production, postproduction, distribution and promotion. Students also receive hands-on training with field and studio production equipment.
Prerequisite: FDN131
Total Contact Hours: 45 / Total Credit Hours: 3

DIGITAL ART MAJOR

DMA201 - ART FUNDAMENTALS
Art Fundamentals introduces students to the universal principles of design, such as natural and man-made patterns, line, weight, mass, balance, scale and composition. The course will explore various techniques to create beautiful and compelling designs. The student will explore aesthetics and visual communication, and apply formal techniques to achieve well-composed works.
Prerequisite: None
Total Contact Hours: 45 / Total Credit Hours: 3

DMA211 - FIGURE DRAWING
This course is designed to increase competency in drawing the human form by working from nature and the solid understanding of human anatomy. The student will begin drawing the human form from real models, building up a solid appreciation of form and mass, volume and movement using gesture and contour techniques. Then, solid studies of anatomy will be explored, including bone structure, muscle origin and insertions, layering up muscles using ecorche techniques.
Prerequisite: None
Total Contact Hours: 45 / Total Credit Hours: 3

DMA221 - PERSPECTIVE AND STILL LIFE DRAWING
Perspective and Life Drawing introduces students to the principles of perspective and the observational techniques to draw their natural surroundings. One, two and three point perspective, atmospheric perspective, scale and proportion, and natural lighting through the representation of value are all skills a student will be expected to accomplish.
Prerequisite: None
Total Contact Hours: 45 / Total Credit Hours: 3

DMA231 - 2D IMAGE MANIPULATION
In 2D Image Manipulation, students explore the tools and software required to manipulate raster based images, such as digital photography. Using industry standard software, students will gain the practical hands-on skills necessary to complete tasks such as photo-retouching, product shots and integration, and static compositing.
Prerequisite: None
Total Contact Hours: 45 / Total Credit Hours: 3

DMA241 - 2D PRACTICAL DESIGN
In 2D Practical Design, students continue to explore the tools and software required to manipulate raster based images, and create actual finished designs that are geared toward industry needs. Using industry standard software, build upon their foundational skills to create posters, flyers, textures for visual effects and game design, and UI designs for games, as well as original conceptual artwork.
Prerequisite: DMA231
Total Contact Hours: 45 / Total Credit Hours: 3

DMA251 - INTRODUCTION TO 3D MODELING
Intro to 3D Modeling is a foundational course that will introduce students to the basics of creating and working in a 3D environment. Using industry standard software, students will learn how to navigate 3D space and create polygonal models. This course will place an emphasis on learning the terminology of 3D, common polygonal modeling toolsets, and industry standard workflows.
Total Contact Hours: 45 / Total Credit Hours: 3

DMA261 - ADVANCED 3D MODELING
Advanced 3D Modeling expounds upon previous techniques learned in previous maya courses. Students are introduced to node-based procedural modeling, a more optimized and time saving way of creating 3D assets. The class also goes into depth

on learning attributes, expressions, and facing normals. By the end of the class students will have procedurally modeled a bridge, building, and full environment from concept.
Prerequisite: DMA251
Total Contact Hours: 45 / Total Credit Hours: 3

DMA301 - 3D ANIMATION I

3D Animation I introduces students to the concepts and workflows of traditional key-framed animation within a modern 3D software package. Foundational concepts like hierarchies, simple rigging, pose-to-pose workflow and various methods of interpolation will give students a well rounded understanding of the mechanics of 3D motion.
Prerequisite: DMA261
Total Contact Hours: 45 / Total Credit Hours: 3

DMA311 - LIGHTING AND RENDERING I

Lighting and Rendering I introduces the students to different interior and exterior lighting and rendering techniques using industry standard 3D packages. This introductory course will cover 3D lighting, Global Illumination, Caustics, High Dynamic Range Image Lighting, 3D Physical Sun and Sky, as well as a basic understanding of how to frame a shot.
Prerequisite: DMA261
Total Contact Hours: 45 / Total Credit Hours: 3

DMA321 - INTRODUCTION TO COMPOSITING

Introduction to Compositing will introduce students to different techniques required to take visual elements from different sources into one, cohesive composition. Students will learn 3D camera tracking, color keying, set extension, color matching, color grading, post filters, and 2D/3D graphics integration. Along with being quizzed from source text, the student will produce a full one-minute commercial from script to finish.
Prerequisite: DMA231
Total Contact Hours: 45 / Total Credit Hours: 3

DMA331 - 3D ANIMATION II

3D Animation II builds on the foundational skills learned in DMA201 and introduces more complex bipedal animation. Character jumps, manipulating objects, and lip-sync and dialog techniques will give students strong experience with advanced character animation while developing their understanding of timing.
Prerequisite: DMA301
Total Contact Hours: 45 / Total Credit Hours: 3

MAS401 - CAREER DEVELOPMENT/MARKETING

Career Development/Marketing educates students on skills and practices necessary for a successful transition to a career in the media arts industries.   Reel and portfolio creation, bio composition, online marketing and networking, and job search strategies are covered. Taking ownership and responsibility for the job search process is underscored.
Prerequisite: Satisfactory completion of all third-year courses, or by department approval.
Total Contact Hours: 45 / Total Credit Hours: 3

DMA411 - LIGHTING AND RENDERING II

Lighting and Rendering II introduces the student to advanced techniques in 3D lighting and rendering. Along with learning advanced 3D lighting toolsets, students learn how to incorporate light and shadow in a progressive narrative process. Along the way they will learn how to work in a simulated studio environment using render farms and optimization tools to further speed up their workflow.
Prerequisite: DMA311
Total Contact Hours: 45 / Total Credit Hours: 3

DMA421 - PORTFOLIO DEVELOPMENT

Portfolio Development provides students with the unique opportunity to look at themselves as artists and recognize why they create the works they do, how they hope to impact their audience, and find a vocabulary to define themselves as artists. It allows the student to work with instructors to create a compilation of the work they have done throughout their academic career at Tribeca Flashpoint, and develop a written statement to identify who they are as artists. Through this process, students will develop an idea of their strengths as media professionals and will create a website and portfolio DVD to promote and market themselves as professionals.
Prerequisite: None
Total Contact Hours: 45 / Total Credit Hours: 3

DMA431 - PRODUCTION STUDIO I

Production Studio I brings together the minds and talents of student writers, storyboard artists, digital modelers, animators, compositors, effects simulators, editors, and sound designers into one collaborative project. Students will build a short one-minute narrative film that incorporate visual effects elements. This first section of the two semester run of production includes establishing a story, utilizing file share software for the production pipeline, designing the visual effects elements conceptually, storyboarding, model building, and animation/simulation testing. The culmination of the semester will be a milestone buildup to an animatic as well as a presentation reel. Both reels will be presented at the end of the class with help from the marketing and post-production students. It is during Production Studio 2 that actual principal photography and post work to a finished product will begin.
Prerequisite: None
Total Contact Hours: 45 / Total Credit Hours: 3

DMA441 - PRODUCTION STUDIO II

Production Studio II continues from the foundation project birthed in Production Studio 1. Starting with principal photography, digital artists will work with the post-production students in the actual shooting of the film including on set VFX supervision, High Dynamic Range Imaging, and Animatic Continuity Supervision. While the post-production work on picture-lock, the digital artists will begin building the character and environment assets needed for post visual effects integration. Upon picture-lock, the digital artists will begin the process of match-move tracking, animating, and compositing the 3D elements into the image sequence plate shots provided by post-production editors. Post-Production sound editors and mixers will provide the final touches. Upon completion of the course, the students will present the finished short in a school wide screening with marketing posters and concept art displays for exhibition.
Prerequisite: DMA431
Total Contact Hours: 45 / Total Credit Hours: 3

DIGITAL ART MAJOR ELECTIVES

DMA310 - ADVANCED COMPOSITING

Advanced Compositing will introduce students to sophisticated techniques within Node-Based Compositing software. Students will learn how to incorporate a cg character or element into a live action scene. Along with quizzes and a final exam from source text, the student will walk away from the course having a firm understanding of the visual effects pipeline between compositing software and 3D computer animation software.
Prerequisite: DMA321
Total Contact Hours: 45 / Total Credit Hours: 3

DMA320 - 2D ANIMATION

2D Animation is the foundation of all the subsequent animation courses. Students learn how to apply core animation principles through classic animation exercises. Principles of timing, arcs, silhouette, anticipation and follow through are manipulated to visually convey weight, force, self-impulse and emotion to bring otherwise inanimate objects to life. Best practices are learned using industry standard 2D software to enable students to effectively create appealing animated objects and characters.
Total Contact Hours: 45 / Total Credit Hours: 3

DMA330 - MOTION CAPTURE

Motion Capture students will plan out the entire motion capture workflow. The will start by calibrating the cameras, the volume, and setting tracking markers on the actor. They will direct the action into organized takes, and organizing the data through the processing pipeline.
Prerequisite: DMA301
Total Contact Hours: 45 / Total Credit Hours: 3

DMA410 - DIGITAL SCULPTING

Digital Sculpting will allow the digital artist to bring the entire set of tools in a sculptor's studio into the computer. Using high polygon modeling techniques, the student will bring a character from a quick initial concept to final pose, adding details, and surface color. The course will explore organic and hard surface forms, using various polygonal techniques.
Total Contact Hours: 45 / Total Credit Hours: 3

DMA420 - REAL-TIME ASSETS

Real-Time Assets introduces the students to the process of incorporating models, animations, and effects in a real-time 3D engine. Students will first be introduced to creating real-time content on the web for use with demo reels and websites. Both character and environment showcases will be created from student models created in previous modeling classes. Students eventually will begin moving biped character assets and modular environment set pieces into a 3D real-time

game engine. Within the game engine they will create a narrative game level while incorporating dynamic events during progression through the game itself.
Prerequisite: DMA261
Total Contact Hours: 45 / Total Credit Hours: 3

DMA430 - SIMULATIONS
Simulations is an advanced level course that builds upon a student's modeling and compositing skills. The course explores the creation of particle systems and dynamics simulations to create effects such as water, smoke, fire, and complex physics simulations. Course work will also require that students integrate these effects with other visual elements like live action film.
Prerequisite: DMA261
Total Contact Hours: 45 / Total Credit Hours: 3

DMK210 - BRAND MANAGEMENT
Brand Management is designed to develop students understanding and appreciate the importance of brand awareness, as well as how to build, measure and manage brand equity. Topics will include understanding brands from the customer's perspective, building brand equity, measuring brand equity, leveraging brand equity, managing brand portfolios and managing brands over time.
Total Contact Hours: 45 / Total Credit Hours: 3

DIGITAL MARKETING MAJOR

DMK201 - CONSUMER BEHAVIOR
Consumer Behavior focuses on consumer psychology, sociology and behavioral patterns that influence decision making. Students explore and analyze their own behavior, learn about theories developed in marketing, psychology, and sociology, and use these theories to predict how consumers will respond to marketing actions.
Prerequisite: PSY201
Total Contact Hours: 45 / Total Credit Hours: 3

DMK211 - INTRODUCTION TO WEBSITE DEVELOPMENT
Introduction to Website Development exposes students to the core skills behind modern website structure and basic developing principles. Students will learn how to present and format various types of content using the markup language HTML and styling language CSS. By the end of the class, students will be able to design and code simple content-presenting (static) websites.
Prerequisite: CSC101
Total Contact Hours: 45 / Total Credit Hours: 3

DMK231 - WEB ANALYTICS
Web Analytics provides students with an interactive introduction to tracking critical elements of website performance including time on page, conversion, and engagement. Students will have hands-on experience implementing and tracking a range of web analytics including Google Analytics, advanced analytics suites, heat tracking, page use analysis, and emerging tactics.
Prerequisite: CSC101

DMK241 - INTRODUCTION TO SEARCH OPTIMIZATION
In the Introduction to Search Optimization course, students will learn the basic strategies to optimize web pages for search engine results and increased traffic. This will include elements of ranking new and established web pages for targeted keywords including keyword research and planning and optimizing on-page and off-page factors.
Prerequisite: CSC101
Total Contact Hours: 45 / Total Credit Hours: 3

DMK251 - STATISTICAL THINKING AND DATA ANALYSIS
Statistical Thinking and Data Analysis is an introductory course to the core principles of statistical modeling and database analysis. Students will learn when and how to employ quantitative techniques skillfully to gain insights into the resolution of real-world digital business problems. Topics are chosen from applied probability, sampling, estimation, hypothesis testing, linear regression, analysis of variance, categorical data analysis, and nonparametric statistics.
Total Contact Hours: 45 / Total Credit Hours: 3

DMK261 - HISTORY AND EVOLUTION OF MARKETING
History and Evolution of Marketing provides students a long-view perspective on the development of marketing and advertising. Students will examine case studies from the history of marketing, examining the strategies used in some of the

most successful marketing campaigns. Students will learn how technological change and changing consumer preferences have shaped product creation and communication from the industrial revolution to the present day.
Total Contact Hours: 45 / Total Credit Hours: 3

DMK311 - INTEGRATED MARKETING PORTFOLIO DEVELOPMENT
In Integrated Marketing Portfolio Development, students will learn to strategically design marketing campaigns that leverage multiple communication channels' inherent strengths to achieve a greater combined impact. Students will also learn how to apply these strategies in customized ways for a variety of clients including startups, small businesses, and major brands. Using a case-based approach, students will learn to plan marketing spend and track results.
Prerequisite: CSC101 and DMK261
Total Contact Hours: 45 / Total Credit Hours: 3

DMK321 - DESIGN THINKING AND USER EXPERIENCE DESIGN
Design Thinking and User Experience Design trains students to combine a thorough understanding of the user, organizational/business goals, and design principles to create effective User Experience (UX) designs. Students will be introduced to what the field of UX encompasses, and how it is related to other Digital Marketing and Digital Media disciplines. Students will come away with a replicable, formalized roadmap to structure and document the design process, including the fundamental components of usability to evaluate web and mobile experiences.
Total Contact Hours: 45 / Total Credit Hours: 3

DMK331 - LANDING PAGE DEVELOPMENT AND OPTIMIZATION
Website landing pages are designed to guide visitors to action, ultimately converting them into customers. Using industry best practices you can fine-tune images, headlines and text, navigation, colors, buttons, and every other element, creating a website that encourages visitors to take the action you seek. In this class students will students will learn how to create optimization strategies that support business goals, use analytical tools, and execute online landing page marketing campaigns. Students will study conversion rates, learn A/B testing methodologies, and optimize against results in hands-on simulations.
Prerequisite: DMK211 and DMK231
Total Contact Hours: 45 / Total Credit Hours: 3

DMK340 - INTRODUCTION TO MOBILE MARKETING
In this introductory course, students will explore mobile applications as part of a marketing strategy. Examining case studies, the course will cover best practices for moving from project design to execution to evaluation. Students will learn how to measure and understand mobile ROI, how to craft a strategic approach to Mobile Marketing, and discover what top brands are doing in the mobile space.
Prerequisite: DMK231
Total Contact Hours: 45 / Total Credit Hours: 3

DMK341 - ENTREPRENEURSHIP IN ACTION I
Collaborative, team-based learning is an essential element of the Tribeca Flashpoint Media Arts Academy approach to education. Entrepreneurship In Action is a unique program in which students from multiple disciplines work in teams through the entire startup process from idea generation to development of an initial product to product launch and initial marketing efforts. In Action 1 is the introductory course to this program, where students form their initial business plan, management team, and digital marketing strategy.
Prerequisite: FDN102 and FDN103
Total Contact Hours: 45 / Total Credit Hours: 3

DMK351 - ENTREPRENEURSHIP IN ACTION II
Entrepreneurship In Action is a unique program in which students from multiple disciplines work in teams through the entire startup process from idea generation to development of an initial product to product launch and initial marketing efforts. In Entrepreneurship In Action II, students will continue to iterate their product or service offering, integrating real-world customer data. Students will analyze data from early marketing efforts to scale and improve conversion.
Prerequisite: DMK341
Total Contact Hours: 45 / Total Credit Hours: 3

DMK401 - PROJECT MANAGEMENT
The Project Management course exposes students to best practices in leading and directing project teams. Students will learn workflow management, quality control techniques, documentation strategies, and how to effectively communicate with technical teams.
Total Contact Hours: 45 / Total Credit Hours: 3

DMK410 - ENTREPRENEURSHIP IN ACTION III

In Entrepreneurship In Action III, students will continue to grow their startups or consider a pivot to alternate opportunities based on their market analysis. Students will continue to gain hands-on experience in building and optimizing a product or service and marketing to a target audience. In addition, students will understand outside financing options.
Prerequisite: DMK351
*This course cannot be repeated for credit
Total Contact Hours: 45 / Total Credit Hours: 3

DMK420 - ENTREPRENEURSHIP IN ACTION IV

In Entrepreneurship In Action IV, students will continue to grow their startups or consider a pivot to alternate opportunities based on their market analysis. Students will continue to gain hands-on experience in building and optimizing a product or service and marketing to a target audience. In addition, students will learn how and when to hire and manage a team around a growing business.
Prerequisite: DMK410
*This course cannot be repeated for credit
Total Contact Hours: 45 / Total Credit Hours: 3

DMK430 - SMALL BUSINESS I

Digital Marketing students planning first jobs in existing businesses benefit from having significant hands-on experience in a classroom setting. Small Business I combines in-class discussion and lecture with hands-on marketing experience at small to medium-sized businesses. Students will learn how to plan a marketing project according to management requirements, execute the project, and report on results.
Prerequisite: DMK210
*This course cannot be repeated for credit
Total Contact Hours: 45 / Total Credit Hours: 3

DMK440 - SMALL BUSINESS II

Small Business II allows students to continue gaining hands-on experience working with existing clients in a classroom setting. Students in collaboration with the instructor and their client will have the option of continuing in their initial area of interest or working with a client from a new industry. Building from their expertise in the first semester of the segment, students will interpret data from existing marketing projects to optimize and iterate on a plan, integrating customer reactions, financial outcomes, and senior management priorities.
Prerequisite: DMK430
*This course cannot be repeated for credit
Total Contact Hours: 45 / Total Credit Hours: 3

DMK470 - PAY-PER-CLICK ADVERTISING

Pay-Per-Click Advertising will teach students basic elements of planning, implementing, and optimizing pay-per-click marketing campaigns. Through hands-on experience, students will master keyword research, bid management, and ad copy optimization. This course will use a number of real-world case examples. The course culminates with an industry certification exam, a valuable credential for any Digital Marketing professional.
Prerequisite: DMK231 and DMK251
Total Contact Hours: 45 / Total Credit Hours: 3

DIGITAL MARKETING MAJOR ELECTIVES

DMK210 - BRAND MANAGEMENT

Brand Management is designed to develop students understanding and appreciate the importance of brand awareness, as well as how to build, measure and manage brand equity. Topics will include understanding brands from the customer's perspective, building brand equity, measuring brand equity, leveraging brand equity, managing brand portfolios and managing brands over time.
Total Contact Hours: 45 / Total Credit Hours: 3

DMK220 - SOCIAL MEDIA MARKETING

The Social Media Marketing course will teach students results-based strategies for marketing profitably on social networks. The course will include measurement and analytics on social networks, with a focus on the strategies to improve brand awareness, customer service, and positive word-of-mouth. Since social marketing best practices continue to evolve, the class will focus on a current set of case studies. A class project will ask small student groups to plan and then execute a social marketing project.
Prerequisite: CSC101
Total Contact Hours: 45 / Total Credit Hours: 3

DMK221 - COMPUTER PROGRAMMING FOR WEB DEVELOPMENT

Computer Programming for Web Development introduces students to the use of a high-level programming language to perform operations and solve problems based on user input. Students will learn how to program websites utilizing basic data structures, conditional statements, and algorithms to code dynamic websites.
Prerequisite: DMK211
Total Contact Hours: 45 / Total Credit Hours: 3

DMK230 - MARKET RESEARCH

Students will learn basic elements of market research as well as advanced and web-based techniques. From creating research questions to planning research methodology to making recommendations, students will gain hands-on experience in the entire research process. Students will also learn the basics of survey design, including the use of various online, interactive survey tools that allow for targeted distribution and analysis. The course will culminate with a strategically focused market research project on behalf of a real-world company.
Prerequisite: DMK201
Total Contact Hours: 45 / Total Credit Hours: 3

DMK312 - MOBILE APP DEVELOPMENT I

Mobile App Development I is an introductory course to getting started in mobile application development, utilizing an Integrated Development Environment and implementing built-in frameworks. By the end of the class, students will be able to develop and test basic smartphone applications. As part of this course, students will develop their own custom applications using best practices user experience guidelines with popular built-in technologies.
Total Contact Hours: 45 / Total Credit Hours: 3

DMK320 - COMMUNITY MANAGEMENT

As social media platforms expand, businesses and brands need to interact with their audiences using new techniques and in new formats. Community Management will teach students the best methods to connect and engage with online communities on these platforms. Working from a case-based approach, students will learn the methods behind corporate community management, including technical aspects, ROI measurement, and legal considerations.
Total Contact Hours: 45 / Total Credit Hours: 3

DMK410 - ENTREPRENEURSHIP IN ACTION III

In Entrepreneurship In Action III, students will continue to grow their startups or consider a pivot to alternate opportunities based on their market analysis. Students will continue to gain hands-on experience in building and optimizing a product or service and marketing to a target audience. In addition, students will understand outside financing options.
Prerequisite: DMK351
*This course cannot be repeated for credit
Total Contact Hours: 45 / Total Credit Hours: 3

DMK412 - MOBILE APP DEVELOPMENT II

In Mobile App Development II students will continue their work from Mobile App Development I, with an introduction to intermediate app frameworks and programming concepts, including working with tables, maps, and media. Students will learn how to read programming documentation to learn guidelines and syntax for implementing new technologies and functions within their apps. By the end of the class, students will be able to develop and test smartphone applications that can be submitted to various mobile app stores.
Prerequisite: DMK312
Total Contact Hours: 45 / Total Credit Hours: 3

DMK420 - ENTREPRENEURSHIP IN ACTION IV

In Entrepreneurship In Action IV, students will continue to grow their startups or consider a pivot to alternate opportunities based on their market analysis. Students will continue to gain hands-on experience in building and optimizing a product or service and marketing to a target audience. In addition, students will learn how and when to hire and manage a team around a growing business.
Prerequisite: DMK410
*This course cannot be repeated for credit
Total Contact Hours: 45 / Total Credit Hours: 3

DMK430 - SMALL BUSINESS I

Digital Marketing students planning first jobs in existing businesses benefit from having significant hands-on experience in that setting. Small Business I combines in-class discussion and lecture with hands-on marketing experience at small to medium-sized businesses. Students will learn how to plan a marketing project according to management requirements, execute the project, and report on results.

Prerequisite: DMK210

*This course cannot be repeated for credit

Total Contact Hours: 45 / Total Credit Hours: 3

DMK440 - SMALL BUSINESS II

Small Business II allows students to continue gaining hands-on experience working with existing businesses. Students in collaboration with the instructor and their initial externship site will have the option of continuing in their initial placement or working in a new industry. Building from their expertise in the first semester of the segment, students will interpret data from existing marketing projects to optimize and iterate on a plan, integrating customer reactions, financial outcomes, and senior management priorities.

Prerequisite: DMK430

*This course cannot be repeated for credit

Total Contact Hours: 45 / Total Credit Hours: 3

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