

SFP Film Option Undergraduate Use, Submission, and Archiving Policy

Copyright The student is the copyright holder of all media work produced as part of coursework in the undergraduate program in the School of Film and Photography (SFP), Montana State University-Bozeman (MSU). The SFP and MSU retain the following rights:

1. The SFP and MSU retain the right to require archiving of films as specified below that are produced as a required part of a class or the degree program;
2. The SFP and MSU retain the right to use **excerpts** from student work in class instruction and as part of publicly shown sample reels as examples of creative work produced in the program. Excerpts may also be used in scholarly work and critiques. These rights are reserved as part of the “fair use” exemption of the copyright regulations. More information about these permitted uses may be found at <http://www.copyright.gov/fls/fl102.html> and <http://www.centerforsocialmedia.org/fair-use/related-materials/teaching-materials/fair-use-teaching-tools>.

SFP Acknowledgement Credit All works completed by students in **any 300 or 400** level courses in which final media projects are produced must contain the following language in the final credits of the film and on all copies of the film intended for public showings of any kind:

**This film was completed as part of the academic program
in the School of Film and Photography, MSU-Bozeman.**

Students should include a properly formatted copyright notice at the end of the film:

Copyright 2011 Jane Jones. A letter “c” in a circle © may be used instead of the word “copyright” spelled out. The current year should be used.

Instructors in all SFP classes, from freshman through senior classes, may request DVD or file copies of student work for their own reference and to use in their future teaching. (See **Copyright** section above).

Archiving Students in 472/474 (Senior Production) are required to submit to the SFP an archival copy of the final project produced in the course. Instructors of special seminar or co-convened classes may also require archiving as part of the coursework. Students are responsible for submitting a copy of the completed film (including final credits, SFP acknowledgement credit, and copyright notice) in **AppleProRes 422 HQ** format to the instructor or via direct uploading to the SFP server or a course site. The instructor is responsible for ensuring that all students submit their work in the proper format and manner prior to the end of the course.

The **Film/Video Submission Form** must also be completed and submitted to the instructor at the time the projects are archived. (The form may be found on the SFP website.) In the case of multiple works from one or a group of students, there must be one Submission Form per project. All archived projects must also list the students receiving credit and their production roles for the project in the final credits. This requirement is in addition to any other course submission requirements included in the course syllabus.

Montana State University School of Film and Photography
Film/Video/Digital File Submission Form

Complete this form and submit with a file copy of your film, video or project. Make sure any tape, disc, drive, file or other submission copy is properly labeled with the following information:

Student Name(s) _____

Course Name & Number _____ Sem/Yr _____

Instructor(s) _____

Film Title _____ TRT _____

Descriptive Logline _____

Principal Credits

Director _____ Writer _____

DP _____ Editor _____

Sound Des. _____ Producer _____

Other _____ Other _____

Principal Cast (Fiction Film) or Featured Individuals (Nonfiction)

Clearances (check one):

_____ 1. All material in the film (story, music, stock footage, etc.) is free of clearance or has been cleared.

_____ 2. Some material in the film (story, music, stock footage, etc.) is NOT cleared.

If #2 is checked, please list all elements that are not cleared:

Authorized Signatures:

I acknowledge that I have read and understood the SFP Film Option Archiving and Use Policy and agree to its terms and conditions. I also acknowledge the information on this form is correct.

Student Signature(s): _____ Date: _____

Instructor Signature(s): _____ Date: _____