

FIT

Film and Media
STUDENT SUCCESS GUIDE

FALL 2017



Film, Media & Performing Arts Department Contacts

Department Chair:	Prof. William Mooney William.Mooney@fitnyc.edu AX-17, Dubinsky Bldg. (inside AX-13) 212.217.3546
Associate Professor:	Assoc. Prof. Michelle Handelman Michelle.Handelman@fitnyc.edu AX-20, Dubinsky Bldg. (inside AX-13) 212.217.3352
Dept. Coordinator:	Amy Zaborowski, Amy.Zaborowski@fitnyc.edu AX-13, Dubinsky Bldg. 212.217.4220
Equipment Office:	D-210, Pomerantz Bldg. Andrew Lewis, Andrew.Lewis@fitnyc.edu 212.217.4238 Nicholas Steindorf, Nicholas.Steindorf@fitnyc.edu 212.217.4245

The Film and Media major is housed within the Film, Media & Performing Arts Department. Department offices are located in the A-Bldg., Suite AX-13, also known as Dubinsky Building.

The Film, Media & Performing Arts Department is housed within the School of Liberal Arts. School of Liberal Arts offices are located in the B-Bldg., Rm. B-623.

Questions about the program should be addressed to the appropriate contacts listed above.

Getting Started

FIT Photo ID	You must have your ID to enter the campus and to borrow equipment from the Film and Media Equipment Room. FIT security guards ask everyone to display their ID cards in order to keep the campus safe. To get an ID, go to the Security Office: D-442.
Office Hours	Every instructor maintains weekly office hours. This is the best way to speak privately with a faculty member. Film, Media, and Performing Arts department offices are in the A building in the sub-basement near the gym. Main Office AX-13.
Contact Info	Know your instructor's contact information (email, phone number, and office number) and how they prefer to be contacted.
Email	You are required to use your FIT email address. All Film and Media communication will go to your FIT email address. Check it daily for emails from the school, department and instructor. Most courses at FIT require that you do a portion of your work in the online course management system. Your FIT email address, username and password must be up to date. The IT Help desk located in C-305 will assist in the resolution of computer related problems.
FIT Catalog	It is important that you become familiar with the FIT catalog. View or download the catalog here: http://www.fitnyc.edu/academics/undergraduate-catalog/index.php On the FIT website you will find the latest information about registration, tuition, financial aid and other types of assistance, the academic calendar, campus facilities, attendance requirements, student and academic affairs, and links to the Film and Media department AAS and BS major pages.
Major Page	The major pages of the FIT catalog provide a quick overview of the courses you must successfully complete in order to obtain either the AAS or BS degrees. You must either take all the courses listed or confirm that the department chair and the Registrar approve transfer credits from other schools and/or course substitutions. Transfer credits should be resolved in your second semester, well before graduation.
Rosters	Your name should appear on the roster for every class you take. If your name is not on the class roster, see the dept chair in office AX-17 before the end of the first week of the semester (the drop/add period).
Academic Advisement	All questions regarding academics, in particular degree requirements, transfer credit, elective choices, etc. should be directed to the a counselor in the Advisement Center: Feldman Center, C-402, tel. 212 217.3080. advisementcenter@fitnyc.edu

FIT Safety & Security

Medical Emergencies	Health Services is located in office A402 and reached by dialing 212.217.4190. Should you become seriously injured, your professor will call Security and you will be helped to Health Services. If you cut yourself, feel as if you are coming down with something, or etc. go to Health Services.
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Security	The school's Security Dept. can be reached by dialing x77777 from the dorms, 212-217-7777 from off campus, or from the red phones the hallways around school.
Lost & Found	The lost and found is located in the main Security Dept located in room D442. NEVER LEAVE ANY PERSONAL BELONGINGS OR SCHOOL EQUIPMENT UNATTENDED.

Equipment and Supply List for 1st Semester Film Students

Student pricing is available on all recommended equipment and supplies through MyFIT.fitnyc.edu (once logged in, click the "Announcements and Web Resources" tab, then scroll to "FIT Associated Stores") Other discounts can be found at mac-on-campus.com.

Required Equipment and Insurance:

All entering freshmen are **required** to have their own camera as specified below.

- Canon DSLR EOS camera with removable lens.
- Media Card specific to your camera: 16GB Class 10 or higher.
- External Hard Drive: 500gb Minimum (recommend either Lacie or G-Drive).
- Rechargeable AA Batteries.
- Insurance **MUST** be purchased in order to check out equipment and participate in classes.
 - To purchase, go to <http://www.collegestudentinsurance.com/>
 - Select: New York
 - Select: Fashion Institute of Technology (Photo/Film)
 - Fill in the required information as well as the payment and you will be insured for one year on all equipment checkouts.
 - Email proof of your insurance to andrew.lewis@fitnyc.edu at the FAM Equip Cage.

Recommended Equipment:

Digital Editing:

Apple: MacBook Pro (laptop) or iMac (desktop)

Mac OS

- Multicore Intel processor with 64-bit support
- Mac OS X v10.7 or v10.8
- 4GB of RAM (minimum)
- 1024x768 display (1280x800 recommended) with OpenGL 2.0, 16-bit color, and 512MB of VRAM (1GB recommended).

Software:

Latest versions of Adobe CC Suite, which can be obtained at a student rate through MyFIT.fitnyc.edu

Storage and Transportation:

- Folding luggage cart to transport your equipment to and from school.
- Temporary 24 hour lockers can be checked out through the FAM Equip Cage.
- Personal on-campus lockers can be obtained by finding an empty locker, then going to the Security Office in D-442 and giving them the locker # you would like to use.

Bringing Actors/Guests on Campus for a Film Shoot

You must get permission to bring guests on campus who aren't FIT students. Print out a list of your guests, along with the day and time they will arrive, and go to security to get it stamped AT LEAST A DAY BEFORE their arrival. Then on the day your guests arrive, go to the Feldman Center lobby to pick up your guest. Your guest must have id on them. The permission form and instructions can be found on the next page. There is no guarantee that forms received with less than 24 hours notice will be signed and posted.



MEMO

From William Mooney, Chairperson
Department Film, Media, and Performing Arts

To Feldman (C) Lobby Public Safety Team

Subject Please allow the following models onto campus (one name per line)

_____	_____
_____	_____
_____	_____

Date: _____

Time: _____

They will be working with Film and Media Student _____ in one of the Film and Media studios on the second floor of the Pomerantz Center

Thank You.

Note: If you are bringing the guest on campus during a class, please have the professor sign the form. If you are bringing the guest on campus during open studio, please have the appropriate technologist sign the form.

Professor (please print name)		
Andrew Lewis	X74238	
Nicholas Steindorf	X74245	

Off Campus Equipment Stores and Rental Houses

AbelCine	609 Greenwich st.	212.462.0100	abelcine.com
Adorama	42 W. 18 th st.	212.741.0052	adorama.com
B&H (Purchase Only)	420 9 th Ave.	212.444.6600	bhphotovideo.com
CSI Rentals	113 W. 19 th st.	212.243.7368	csirentals.com
Handheld Films	129 West 27 nd st	212.502.0900	handheldfilms.com
Lighthouse Films	115 W 20th St, 9th fl	646.649.3600	light-house-films.com
K&M (Purchase Only)	385 Broadway	212.523.0954	kmcamera.com
Gotham Sound	330 W 38th St #105	866.468.4268	gothamsound.com

FIT Resources

School Closings:	Check myfit.fitnyc.edu and fitnyc.edu
Health Services:	A-402 212.217.4190
Counseling Service:	A-212B 212.217.4260
Academic Skills:	A-608B 212.217.4080
Disability Support Services	A-570 212.217.4090
Security Office/Lost and Found:	D-442 212.217.7777