

THE NEW SCHOOL

The New School
School of Media Studies
Undergraduate Programs

SCREENWRITING HANDBOOK CERTIFICATE (NON-CREDIT)

newschool.edu/mediastudies

The information in this guide, which applies to all students enrolled in The School of Media Studies' Undergraduate Programs in New York City, reflects and policies and plans of The New School at the time of publication.

THE
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MEDIA STUDIES

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SCREENWRITING CERTIFICATE

79 Fifth Ave, 16th Floor, New York, NY 10003

<http://www.newschool.edu/public-engagement/screenwriting-certificate/>
mediastudiesadvising@newschool.edu

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OVERVIEW

The Certificate in Screenwriting is awarded for successful completion of the core sequence of screenwriting courses, culminating in a finished full-length motion picture script.

REQUIRED CORE COURSES

Information about the curriculum can be found [here](#). Please note, core courses **must** be taken sequentially.

Core Courses:

Script Analysis

Screenwriting 1: The First Act

Screenwriting 2: Writing the Screenplay

Screenwriting 3: Rewrite and Polish

REQUIRED CT LABS

All certificate students must register for the corresponding CT LAB section of every required and elective class they are enrolled in. The CT LAB accounts for the minimum of 5-hours per week outside of class that students are expected to work on graded assignments required of the instructional sections. A grid of coordinating instructional sections/CT LAB sections will be available every semester. The CT LAB carries no formal schedule.

RECOMMENDED ELECTIVES

A minimum of two (3-credit equivalent) elective courses complete the certificate curriculum. Electives can be taken at any time during the course of study. The following elective courses are recommended; however, students can choose from other relevant courses offered each semester (see course catalog). Any course with an NFLM or NSRW course master prefix will count.

Sitcom Writing 1: Writing the “Spec” Script

Sitcom Writing 2: Writing the Original Pilot

Episodic and Procedurals: Crafting the Original One-Hour Pilot

Introduction to Writing For the Screen

Screenwriting for the Web

The Business of Screenwriting

REGISTRATION

Non-degree seeking certificate students can register via the [Open Campus](#) section of The New School’s website. You will find a list of non-credit certificates offered, with links to register for courses. On the [Open Campus](#) homepage, you can download a tutorial that will guide you through the registration process.

LENGTH OF PROGRAM

The program can be completed in four semesters depending on start term and course load. Students may begin the program in fall, spring, or summer. There is no time limit for completing the program, though five years is a reasonable maximum time.

TUITION AND FEES

Non-degree students enroll in the Certificate program as non-credit students. The non-credit tuition rate is significantly discounted from the for-credit rate. Courses taken as a non-credit certificate student **cannot** be applied towards the fulfillment of degree requirements.

There is no flat tuition rate for non-credit Screenwriting Certificate students, rather students will be charged for each course for which they are enrolled. The tuition fee for each course can be found in the Course Catalog or on the non- credit certificate registration page [here](#). Required CT LABS carry no additional fee. Students pay a per-semester \$40 registration fee.

Tuition and fees must be paid in full at the time of registration, unless your registration materials indicate otherwise. Registration is not complete until payment in full or payment arrangements such as verification of employer reimbursement have been made.

VOICE/OVER

Voice/Over is the School of Media Studies' Annual Script Reading Event. Screenplays written by students completing the Screenwriting Certificate are brought to life as select portions are read before an audience of students, peers, and invited film industry professionals. Not your ordinary script reading, Voice/Over uses audio and video elements in addition to accomplished actors to bring the writers' words to cinematic life. The reading is followed by the presentation of awards, including the Rena Down Memorial Screenwriting Prize, and a reception.

POLICIES

ATTENDANCE

Students in Non-credit Certificate programs may not have more than four (4) absences in each fall or spring semester or three (3) absences in summer semester. Four (4) or more absences during the fall or spring semester and three (3) or more absences during the summer semester will result in a failed grade (see grading policy). Three (3) late arrivals or early departures count as 1 absence.

GRADE REPORTING

To earn a noncredit certificate, students must successfully complete all required courses. Certificate students receive a grade of Approved (AP) or No Grade (NG) in any course taken toward a certificate. Grades are recorded for all students registered in a course for credit or for non-credit certificate. In order to earn a grade of "Approved" for a class, students must complete all assignments and do minimally the equivalent of "B" work for the class. Simply turning in a final product is not enough to constitute a grade of "Approved". Only courses that have earned "Approved" will count towards a non-credit Certificate. The University Records Office posts grades within two weeks of submission by the instructor. Grades are posted by student ID number (printed on your course schedule and photo ID card) online at MyNewSchool; students without access to the Internet can obtain grade reports from the Registrar's Office at 72 Fifth Avenue.

REQUEST FOR CERTIFICATE

A student who has completed all the requirements of a certificate program should file a certificate petition (found [here](#) under 'Petitioning to Graduate') with the Registrar's office.

ACCESS AND SUPPORT

NETID

Non-credit students receive a NetID when they register for classes. The NetID allows you to access my.newschoold.edu and Canvas, where you can find information about your classes. If you do not know your NetID, you can look it up **online** with your New School ID Number (on your student ID card) and your last name.

Alternatively, current students can call the Registrar's Office at 212.229.5620 or visit the Registrar's Office at 72 Fifth Avenue, 4th Floor, with a photo ID for help retrieving their NetID. Incoming students can contact admissions at 212.229.5150 or toll-free at 800.292.3040.

NEW SCHOOL ID CARD

Campus Card Services
72 5th Ave (at 13th Street), Lower Level
newschoold.edu/card
newcard@newschoold.edu
212.229.5323 x 4472

Hours:

Mon/Tues/Thurs 9:00 a.m. – 5:30 p.m.

Wednesday 9:00 a.m. – 6:00 p.m.

Friday 9:00 a.m. – 4:30 p.m.

The Newcard, The New School's official identification card, gives you access to university buildings and services at various campus facilities, including academic technology labs and libraries. To obtain a Newcard ID, visit Campus Card Services Students with a government-issued photo ID such as a passport or driver's license, or a high-quality photo of same (preferably on a phone or tablet). There may be long wait times at the start of the semester, so please plan your visit accordingly.

MY.NEWSCHOOL.EDU

Certificate students can access their personal student information on the Internet through my.newschoold.edu. For more information, visit my.newschoold.edu. If you have not logged on to my.newschoold.edu before, you will need your New School student ID number to get your log-in information. Once you have your log-in information, you will have access to up-to-date records of your student activities, including your course enrollment, the status of your tuition and fees and your grades.

WIFI ON CAMPUS

Non-credit students can access WiFi throughout the academic campus using the 'newschool-guest' network. Access is granted in seven-day increments using your email address as your username and a system-generated password. In general, any device that natively supports 802.11 WiFi networking and has a web browser application will work with the Guest Network. For more information on how to access the 'newschool-guest' network go [here](#) or call the IT Help Desk.

COMPUTER AND SOFTWARE ACCESS ON CAMPUS

Continuing Education/Non-Credit students have access to the following computing resources:

- "Express Stations" for checking email or web browsing. Here is the public list of [Express Station Locations](#).

- Classroom computer stations for additional access to the same software available in the computer labs. Classroom computers may be used when classes are not scheduled and they default to auto-login upon machine startup.
- Various labs are available across campus. Review the **Technology Lab Spaces** (doc) to determine which technology lab is most appropriate to your specific technology needs. Use the **Software Configurations** (doc) list to find stations with specific software installed.

LIBRARY ACCESS

Open Campus students have access and borrowing privileges at TNS library locations. Net ID number and photo ID are required. This includes access to online resources such as Lynda.com. Students are also welcome to familiarize themselves with library resources through online tutorials.

libhelp@newschool.edu

212.229.5307

UNIVERSITY LEARNING CENTER

The University Learning Center (ULC) is a free tutoring service offered by the university to students, faculty, and alumni of The New School. The ULC offers support in: Adobe; Computer Programming; General Writing; Graduate Writing; Math; Oral Presentations; Citations; Time Management.

learningcenter@newschool.edu

212.229.5121

STUDENT WELLNESS & HEALTH PROMOTION

Workshops are open and free for continuing education students. Upcoming workshops and events can be found on the Student Wellness & Health Promotion page: newschool.edu/student-health-services/wellness-and-health-promotion/

PRINTING

Screenwriting Certificate students may print course-related black and white documents at the Film Office and course-related color documents at the 6 East 16th Street, room 604. Contact the Film Office for lab hours. Bring the documents on a thumb drive and a staff member will print them for you at both locations.

Please be aware that all print facilities are viewable through The New School's Information Technology page, which is accessed via my.newschoo.edu. Keep in mind that Certificate students are not assigned print credits as part of the course they are taking, but are welcome to add credits through their [my.newschoo](https://my.newschoo.edu) student dashboard.

EQUIPMENT ACCESS

Registered students have access to equipment reserved for the class in which they are currently registered. Policies, procedures, and equipment reservations are made available by the Media Studies and Film Production Office at 6 East 16th St., Room 604.

CANVAS

Most professors will post readings, assignments, updates and other class information to Canvas (canvas.newschoo.edu). To access your classes online:

Log into <http://my.newschoo.edu>.

Look for the symbol labeled 'Canvas' in the upper right corner.

This will open the course site; a link to the course should appear under the Courses tab (however courses will not appear until the

first day of class). On the first day you'll also see a course titled 'Student Orientation.' Please visit the student orientation tab for helpful information on using the online system.

STUDENT SERVICES

A full list of helpful links and information is available on the university website [here](#) including links to academic calendar, computer hardware and software deals, and other useful information.

HELPFUL CONTACTS

Director of Undergraduate Programs, School of Media Studies

Lana Lin
79 5th Avenue, Room 1642
212.229.8903
linl@newschool.edu
Office Hours by appointment

Screenwriting Certificate Advisor

Carolyn Buschel
79 5th Avenue, 16th Floor
mediastudiesadvising@newschool.edu
Office Hours: By appointment

School of Media Studies Film Office

6 East 16th St., Room 604
MSFilmOffice@newschool.edu
Film Office 212.229.5800 ext 4230
Sync Manager 212.229.5800 ext 4228

NSPE Office of Student Affairs

66 West 12th Street, Room 401
nspestudentaffairs@newschool.edu

International Student and Scholar Services

2 West 13th Street, 12th Floor, Room 1203
Phone: 212.229.5592
Fax: 212.229.8992
Skype: [isss_thenewschool](https://www.skype.com/user/isss_thenewschool)
isss@newschool.edu

Registrar's Office

72 Fifth Avenue, 4th floor
Phone: 212.229.5620
Fax: 212.229.5470

reghelp@newschool.edu

Student Financial Services

72 Fifth Avenue, 4th floor
212.229.8930
sfs@newschool.edu

IT Service Desk

55 W 13th Street, 7th Floor
8:30 a.m. - 5:30 p.m. (Mon-Fri)
212.229.5300 x HELP (4357)
itservicedesk@newschool.edu