

FIT

Film and Media Essential Items for Students

FALL 2023



Follow us on instagram: [@fit_filmandmedia](https://www.instagram.com/fit_filmandmedia)

Film, Media & Performing Arts Department Contacts

Department Chair:	Associate Prof. Dahlia Schweitzer Dahlia_Schweitzer@fitnyc.edu AX-17, Dubinsky Student Center (A-Bldg) (inside AX-13) 212.217.4243
Associate Professor:	Associate Prof. Joshua Koury Joshua_Koury@fitnyc.edu AX-19, Dubinsky Student Center (A-Bldg) (inside AX-13) 212.217.4237
Associate Professor:	Associate Prof. Emma Benayoun Emma_Benayoun@fitnyc.edu AX-16, Dubinsky Student Center (A-Bldg) (inside AX-13) 212.217.4220
Department Coordinator:	Drean S. Hostie, Drean_Hostie@fitnyc.edu AX-13, Dubinsky Student Center (A-Bldg) 212.217.4220
Equipment Office:	Joseph Neal, Joseph_Neal@fitnyc.edu 212.217.4238 Nicholas Steindorf, Nicholas_Steindorf@fitnyc.edu 212.217.4245 D210, Pomerantz Art & Design Center (D-Bldg)

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. The School of Liberal Arts offices are located in the B-Bldg. also known as the Business & Liberal Arts Building, 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 Public Safety Office:236 West 27th Street, 1st Floor Main Lobby.
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: https://www.fitnyc.edu/academics/courses-and-registration/catalogs/ 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 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.
Public Safety	The school's Public Safety Dept. can be reached by dialing x77777 from the dorms, 212-217-7777 from off campus, or from the red phones in the hallways at school.
Lost & Found	The lost and found is located in the main Public Safety Dept located in 236 West 27th Street, 1st Floor Main Lobby. 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 and computer** as specified below.

Camera Specifications:

- Canon DSLR or cinema camera with a removable lens (recommended options: Canon Rebel T7i, T8i, Canon 80d, or Canon 5D Mark III or IV, Canon 100 Cinema EOS).
- Media Card specific to your camera: 16GB Class 10 or higher.
- External Hard Drive: 1TB Minimum (recommended either G-Drive or Lacie, SSD (solid state) or 7200 rpm, also recommended to get one that plugs into the wall, not powered by the computer)
- Rechargeable AA Batteries.

Computer Specifications:

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

Mac OS (minimum)

- 8-Core / 10-Core CPU (M2)
- Mac OS X 10.15, 11, or 12
- 8GB of Unified Memory (16GB is recommended)
- 512GB internal storage minimum

- Email Associate Professor, Joshua Koury, regarding questions about camera or computer specs. joshua_koury@fitnyc.edu

All entering freshmen are **REQUIRED to purchase insurance** 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 joseph_neal@fitnyc.edu at the FAM Equip Cage.

FIT Film and Media WebCheckout Reservation Information:

<https://fitfilmandmedia.wordpress.com/2015/11/02/webcheckout-how-to-and-policies-for-online-reservations>

Recommended Equipment:

Digital Editing Software:

Latest versions of Adobe CC Suite. Creative Cloud is now available at no additional cost to students:

<https://it.fitnyc.edu/2018/09/27/adobe-creative-cloud-available-at-no-additional-cost-for-eligible-students/> 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.

Off Campus Equipment Stores and Rental Houses

Apple West 14th St.	401 W 14th St	212.444.3400	apple.com
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:	Dubinsky Student Center, A-402 212.217.4190
Counseling Services:	Dubinsky Student Center, A-212B 212.217.4260
Registrar Office:	Feldman Center, C-204 212.217.3820
Bursar's Office:	Business & Liberal Arts Center, B-127 212.217.3680
Academic Advisement Center	Feldman Center, C-402 212.217.3080
Academic Skills Tutoring Center:	Dubinsky Student Center, A-608B 212.217.4080
Career Counseling & Advising	Business & Liberal Arts Center, B-202 212.217.3000
Internship Studies	Feldman Center, C-504A
Disability Support Services	Dubinsky Student Center, A-570 212.217.4090
Public Safety Office/Lost and Found:	236 West 27th Street, 1st Floor Main Lobby 212.217.7777