

Department of English & Writing Studies
Film Studies Program

Introduction to Film Studies
Film Studies 1022 (001)
Fall/Winter 2018-19

Instructor: Michael Raine
mraine3@uwo.ca
University College 2421
519 661-2111 x87895
Office Hours: Mondays 4-6pm or by
appointment

Recording Lectures and Tutorials:

Those students who, because of a learning disability or physical impairment, want to record the lectures must get permission from the professors through [Student Accessibility Services](#).

Students may *not* record the lectures or tutorials with the idea of posting them to YouTube, Facebook, or other such website. Lectures are not in the public domain but are each instructor's intellectual property. Furthermore, we do not want anyone to refrain from making a point or comment, asking a question, or engaging in discussion because s/he is worried that they might end up the latest viral sensation.

Assignments

We cannot emphasize enough the importance of good writing skills. Students should make good use of a writing handbook and, if necessary, the [Writing Support Centre](#) (WSC), which is part of the [Student Development Centre](#) (SDC), located in the UCC. The WSC offer drop-in and online services, as well as workshops and seminars. If you have difficulties with the English language or if you have a learning, reading, or writing disability, please speak to me immediately and contact the SDC.

Topics:

The requirements for the assignments will be posted in the Assignments folder in Owl well ahead of the due date.

Shot Breakdown and Sequence Analysis:

Working in groups, students will prepare a shot breakdown of a given sequence from one of the films from the course. Then, writing individually, each student will write a 1500-1800-word (approx. 5-6 pages double spaced, based on Times New Roman or Arial 12 font) analysis of the given sequence. Detailed instructions will be posted in Owl.

1. Students will work in groups to create a shot breakdown of a sequence assigned by the professor. One member of the group will submit the shot breakdown, which is due in Week 22, on Monday, March 4.
2. Using your group's shot breakdown, each student will work independently to produce a written analysis of the sequence. The paper is due in Week 24, Sunday, March 31.

For more information on these assignments, go in Owl to Course Content / Additional Assignment Information / Close Analysis Assignments.

Assignment Length:

Ensure you are within the assigned word limit. If your analysis is short or long, expand or edit your work carefully until you are within the word limits. If an analysis is short of or exceeds the word limits, we will deduct marks at our discretion to a maximum of one full grade. In some cases, if an assignment exceeds the word limit by 50% or more, it will be returned unmarked to the student and late penalties will apply until an edited analysis is returned; if an analysis is short by 50% or more, it will receive a failing grade.

Due Dates:

Assignments are due at the beginning of class before the screening on the due date. Papers

Extensions:

All requests for extensions must be made through Academic Counselling in your home faculty. The student must ask for it well in advance of the due date (preferably at least a week in advance) and have a good reason for the extension. Extensions do not apply to tests and exams.

If you miss an exam or an assignment due date, or if you require an extension at the last minute on medical or compassionate grounds, you must notify your professor *and* your academic counsellor *immediately*. Proper documentation (a doctor's note, for example) will be required and must be given to the academic counsellor (never to your professor) as soon as possible.

In all cases, if the academic counsellor believes the student has a valid need for an extension, the academic counsellor will then contact your professor. Only once the professor has been contacted by your academic counsellor will s/he grant the extension or schedule a make-up exam and inform your TA.

Keep a copy!

Always save electronic copies of each file on your computer *and* on an external hard drive, a USB key, or the cloud. Services such as Dropbox are highly recommended. Retain all assignments at least until you receive your official final grade for the course from the Registrar's Office. If you plan to go on to grad school, keep everything!

Grading:

All papers are rigorously marked according to Film Studies' Grading Rubric, which gives the criteria for each grade level. The Grading Rubric is posted in Owl, in the Resources section.

Academic Integrity

The University Senate's Preamble to its "Scholastic Discipline for Undergraduate Students" document reads as follows: "Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature which prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences."

The Senate adds, "Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf" Plagiarism and other scholastic offences will be prosecuted to the fullest extent that university regulations allow.

In its academic calendars, Western University defines **plagiarism** as "*The act or an instance of copying or stealing another's words or ideas and attributing them as one's own*" (emphasis added).

Western University subscribes to **Turnitin**, a plagiarism-prevention service, and the Senate states, "All required papers may be subject to submission for textual similarity review to the commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."

All assignments in this course will be submitted through Owl and checked by Turnitin. This service is *not* used on the assumption that most students plagiarize—most do not—rather to deter a small minority of students who

There may be times when we must cancel our regular office hours. We will try to let you know in advance, but if we can't, a note will be posted on the instructor's office door.

Email:

We are happy to communicate with students via e-mail, but there are two provisos:

1. We can't always answer emails instantly; please allow 48 hours for a response and remember that we might not check email after the end of workdays or on weekends (therefore, emails received Friday to Sunday will be answered by Tuesday).
2. We will respond only to *short* emails. Extended discussions or questions about lecture material, assignments or exam expectations or results, course readings, etc. must be in person or, if there are extenuating circumstances, by telephone (see below).

Telephone:

You may contact me, Dr. Raine, by telephone *during my office hours*. Outside office hours, please contact me by email. If you wish to speak to me at length but are unable to meet with me in person, contact me by email to set up a phone appointment.

If you are on campus, written messages can also be left for your professor or TA in the Department of English Studies office (University College Rm. 2401), but email is still the quicker option.

Make Use of Us!

We sincerely encourage you to make use of us, your professor and TAs. Do not hesitate to contact us to talk or ask questions about any topic or issue, including assignments, difficulties you are having with the course, suggestions for further reading, or clarification of issues raised in class. Unfortunately, most students wait until the last minute before consulting their instructors. Please see us well ahead of deadlines.

Student Email Accounts:

The university requires that students use their uwo.ca email accounts for university business. If we need to contact you, we will email you either at your uwo.ca email account or through Owl. You have the option to forward your Owl messages to your uwo.ca or other email address. *Students are required, therefore, to check your UWO email account(s) daily.*

If you miss or do not see for quite some time an email from your professor, TA, academic counsellor, etc. because you are not regularly checking your uwo.ca account, you will be held responsible. For example, if an assignment is returned to you because it is too long, late marks will count from the day the email is sent to the day the paper is resubmitted. Do not come to us three weeks after we've emailed you saying that you didn't see the email and expect us to reduce the late penalties.

Film 1022-002 Website:

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