Department of Film and Media Studies

Graduate Programs in Film Studies

2014-2015

STUDENT HANDBOOK
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INTRODUCTION

Welcome to Emory University’s Graduate Degree Programs in the Department of Film and Media Studies. The following guidelines are intended to facilitate the necessary administrative aspects of graduate school so that you may more easily concentrate your energies on the academic work at hand. Please understand that this is by no means a comprehensive list of the policies and procedures relevant to you as a graduate student at Emory University. You should familiarize yourself with the Laney Graduate School Handbook since it contains an abundance of indispensable information, requirements for which you are responsible, and procedures with which you must comply in order to successfully complete your degree.

IMPORTANT INFORMATION

Pre-Registration

After their first semester, all students may pre-register online through OPUS after having their proposed schedule approved by the Director of Graduate Studies (DGS). If there are any difficulties with pre-registration, contact the Program Administrator in the Department of Film and Media Studies office. Registration fees must be paid by the deadline in order to complete pre-registration.

Fees

Students are responsible for all non-tuition fees associated with registration. These include mandatory student activity, gym, and computing fees that are levied automatically, regardless of whether the student uses the services provided. These fees are due at the beginning of each semester. Students are also responsible for parking fees if they choose to park on campus, as well as for any late registration fees and library fines.
**Incompletes**

Students must receive permission from the professor before taking an incomplete in a course. See the Laney Graduate School Handbook for specific guidelines limiting the accumulation of incompletes and governing their completion. An incomplete must be finished no later than one academic year after its origination (two full semesters after the “I” has been placed on the student’s grade report). After one year, the Incomplete will turn into an “F.” Special permission to complete the course work after the year has expired and/or to earn a reversal of the “F” is granted only at the discretion of the professor and with the approval of the Graduate School.

The Graduate School automatically places a student on Academic Probation in the event that more than one incomplete is on the student’s record at any given time. The Graduate School will send notification of probationary status to the student and to the Film and Media Studies office. While on probation, students are not allowed to take on additional incompletes without the special permission of the Graduate School. Upon completion of coursework required for the incomplete and the receipt of a change of grade form by the registrar’s office from the professor, the student is automatically taken off probation and reinstated to good standing. However, failure to make sufficient progress on incompletes will jeopardize the student’s standing in the program, and may result in termination by the Graduate School.

**Drop/Add**

In order to drop or add a course after the semester has begun, the student must receive verbal permission from the professor of the course as well as from the Director of Graduate Studies. The student may then drop or add the course using OPUS. Drops and adds must be completed by the approved date established by the Graduate School of Arts and Sciences. (See the academic year calendar.)

**Withdrawal/Leave of Absence**

The Department of Film Studies M.A. and Ph.D. certificate programs comply with the Graduate School policies on withdrawal and leaves of absence. Please refer to the LGS Handbook for further information.
**Grievance Procedure**

Students who wish to outline grievances or disagreements of an intra-program nature should first address either the Director of Graduate Studies or the department chair. Students who do not receive satisfaction through these channels, or who believe that they have recognized academic or professional problems that cannot be presented profitably to their programs, may present grievances to the Laney Graduate School Committee on Grievances. This committee is composed of three graduate faculty members. Any student who wishes to present grievances in academic matters to the Laney Graduate School Committee on Grievances should communicate with the Associate Dean of the Laney Graduate School.

To file a formal complaint, the student is required to submit a written statement to the committee addressed to the Associate Dean of the Laney Graduate School. This statement must state concisely the charge to be considered; describe fully the nature of the complaint, the evidence available in support of the charge, and all circumstances surrounding the events in question; and describe previous efforts to resolve the difficulty. This written statement and any supporting documentation may be shared with others deemed appropriate by the committee.

Upon receipt of the formal complaint, the committee may request additional information from or about the student, and statements from other parties. The committee may also request to meet with the student or other parties involved. Such meetings are for informational purposes only. No party may be represented by another, or accompanied by a representative, except on the express invitation of the committee. The committee may meet and discuss the case after sufficient information has been acquired.

On the basis of the written statement and any other information requested or available to it, the committee will make a recommendation to the Dean. The committee will provide the Dean all supporting documentation relevant to its considerations. Ultimate responsibility for deciding the legitimacy of the grievance and determining any further action rests with the Dean. The Dean will inform the student and the committee of his or her decision.
Student appeals beyond the Laney Graduate School Committee on Grievances may be addressed to the Graduate Executive Council. The Dean of the Laney Graduate School or an elected faculty member designated by the Dean will preside, and, consistent with the policy that the faculty has final authority in academic matters, the decision of the executive council will be final.

Use of the Laney Graduate School grievance procedure will not prejudice in any way a student’s rights under the University’s Student Grievance Procedure (see http://policies.emory.edu/8.6). (08/95)

**DEGREE REQUIREMENTS**

_Students will need to meet with the Director of Graduate Studies prior to pre-registration each semester to discuss their progress in the program and to establish a plan of study for the upcoming semester._

**M.A. IN FILM STUDIES**

**Program Requirements**

Students must fulfill the basic requirements for the M.A. degree as set forth in the Graduate School catalog. In addition, M.A. candidates must either already have or be prepared to pursue training equivalent to the core course work of undergraduate majors in Film Studies (comprised of the Introduction to Film course [FILM270], the two-semester History of Film courses [FILM371 and 372], and Classical and Contemporary Film Theory [FILM381 and 382]). The DGS will determine the individual student’s need for leveling work in consultation with the student during advising.

**Courses of Study**

**Master's Degree**

Students typically take two years to complete an MA.
**Coursework**

Eight courses are required. Six must be taken in our core seminars—Introduction to Graduate Film and Media Studies (FILM 500), Authorship (FILM 501), Genre/Criticism (FILM 502), History/National Cinemas (FILM 503), Theory (FILM 504), and Methods in Film and Media Studies (FILM 506). The subject matter for each of these seminars grows out of the instructors' and students' interests. Students may also require some leveling coursework (in, for example, Classical and Contemporary Film Theory). In addition, each M.A. student must register for four semesters of Film 598, Graduate Colloquium, which counts as one credit hour per semester. This is a bi-weekly meeting in which faculty, graduate students, affiliated faculty and visiting scholars present lectures. The purpose of the colloquium is to aid in the professionalization of graduate students and to cultivate a set of attitudes that inculcate professionalism regardless of whether graduate students choose to pursue a career in academia or outside of academia. Finally, all students, whether or not they wish to serve (and earn credit) as Teaching Assistants must participate in the TATTO (teaching assistantship) program as described below. *See page 8.*

Up to six hours of graduate work from another department may be accepted by Film and Media Studies toward fulfilling the MA requirements. Directed Study (FILM 597R) may be used for one elective of four credit hours.

**Thesis**

The MA degree culminates in the writing and oral defense of a thesis. The thesis should display in-depth knowledge of at least one area of expertise; it must also indicate broad familiarity with the methods and discourse of film and media studies—primarily by showing how it is in dialogue with other work in the field and making the case for its own relevance. Each thesis has three faculty readers, one of whom can be from a department other than Film and Media Studies.

More specifically, a master’s thesis should demonstrate the ability to formulate an original research question that engages with contemporary work in the field. It requires you to communicate the results of your research to fellow scholars, using discipline-specific methodological frameworks and language. Your argument should be coherent, logical and persuasive. A strong master’s thesis will contain publishable, or nearly publishable work. Publishable work, in contrast to most seminar papers, needs to make a case for its relevance: it

Students should begin thinking about thesis topics in the course of working through their first-year seminars. By the end of the first year, students will propose three possible thesis topics. They will submit this proposal to the Director of Graduate Studies and the Instructor of Methodologies in Film and Media Studies (FILM 506). The proposal should be signed and dated and will go in the student’s file.

By August 1, students will submit to the instructor of FILM 506 bibliographies for their three possible thesis topics. Each bibliography will consist of at least 20-25 texts.

By the beginning of the second year, at the first meeting of FILM 506, students will have chosen a thesis topic.

Thesis committees consist of three professors, one of whom is the main adviser and must be in the Department of Film and Media Studies. From your first year course work, you should develop a sense of which professor has the research and teaching interests that best match the topics you wish to explore in your thesis. Only one professor on the thesis committee can come from outside the department.

By the end of the fall semester, students will have completed at least one chapter, or twenty-five pages of writing, which they will submit to their thesis adviser.

All thesis chapters are due to the student’s entire committee by midnight on the final Sunday of spring break or else the student will not graduate. There are no exceptions to this deadline. Students who do not hand in work by this date will have to submit their thesis for a summer degree.

Thesis defenses are scheduled at least two weeks before the final version is due at the Graduate School. This will allow for final revisions, the need for which might emerge at the defense. You
are responsible for looking at the Laney Graduate School thesis formatting guidelines, which are posted on the Graduate School web site. The graduate school will not accept incorrectly formatted theses.

All Graduate School of Arts and Sciences’ regulations and standards with respect to degree programs and academic performance apply.

GRADUATE CERTIFICATE IN FILM STUDIES

Admission

Although we do not offer a Ph.D. degree in our Department, we do offer a Ph.D. certificate in cooperation with other departments on campus. If you plan to pursue a Ph.D. certificate, you must apply to a Ph.D. program at Emory that sponsors students interested in film (these include Art History, Comparative Literature, English, French and Italian, the Graduate Institute for the Liberal Arts (ILA), Sociology, the Graduate Division of Religion, and Women’s Studies). If you are accepted into one of these programs, you may pursue a concentration in film at the Ph.D. level. The certificate is designed to extend graduate students' range of knowledge of film and media, as they specialize in the theories and histories of culture.

Course Requirements

Students in the Certificate Program will fulfill all requirements of the Ph.D. programs of their respective major departments. Of the candidate's total semester hours, the certificate will require a minimum of sixteen semester hours (four courses) including Introduction to Graduate Film and Media Studies (FILM 500), and three additional seminars on authorship, theory, history/criticism or genres/national cinemas. This does not include any necessary leveling work in film studies (as outlined above for MA candidate preparation). The precise coursework will be determined by each student's needs and the availability of courses.

Advising
Students in the Certificate Program will follow the standard advising procedures of their major departments. In addition, each entering Ph.D. student will consult with the Director of Graduate Studies in Film and Media Studies to determine a curriculum appropriate to the student's overall interests and to the specific goals of study he/she has selected. During the second year, the student chooses a secondary advisor from among the Film and Media Studies faculty, in addition to her/his major department advisor, who will guide the student through all phases of work, including their examinations and dissertation.

Examinations

Participating major departments will recognize film and media studies as one of the examination fields. The student will draw up an appropriate reading list for the film and media studies component, and the Film and Media studies advisor will serve on the examination committee and formulate examination questions according to departmental procedures.

The Dissertation

The student consults with his or her major advisor and Film and Media Studies advisor to determine the dissertation topic. For those who have fulfilled the requirements of the Certificate in Film Studies, the dissertation must utilize film and/or media and the methodologies appropriate to film and media studies in a manner consistent with doctoral-level work in the major area of study.

TATTO/TEACHING ASSISTANTSHIPS

Students in the Film and Media Studies M.A. program are required to participate in Emory University’s Teaching Assistant Training and Teaching Opportunity (TATTO) program. (Ph.D. Certificate students are so required by their home departments.) It is also an essential part of the Film and Media Studies M.A. program experience. Completion of the TATTO program requires participation in the three-day summer course offered by the Graduate School and attaining a passing grade.

Students are scheduled to take the course (TATT 600) in the summer before their second year of course work (the course is usually held in late August).
Once students have completed the TATTO summer course, they will be eligible to lead a discussion section in a Film and Media Studies course. Master’s students who wish to serve as teaching assistants will register for TATT 605 (two credit hours) during any semester they work as teaching assistants. Students may request specific assignments, but TA assignments or reassignments will be made by the departmental chair, in consultation with the Director of Graduate Studies and the Director of Undergraduate Studies, according to departmental needs and an assessment of student capabilities.

Since Ph.D. candidates have several years to refine and develop teaching skills, they are able to participate in a full range of teacher training stages, from the TATTO summer course through teaching associateships. The specific nature of each assistantship is contingent upon the unique characteristics of the course and the judgment of the supervising faculty member. However, in general, Teaching Assistants do not attain the same level of independence in the classroom as do Teaching Associates. They should remain under the close supervision and continuing guidance and evaluation of the faculty member.

Graduation

Students must be registered for the semester at the end of which they wish to graduate, whether or not they will actually take classes that semester.

Students are responsible not only for degree requirements specific to the Film and Media Studies M.A. program, but also for all Graduate School deadlines and requirements for graduation. Consequently, students approaching completion of the Film and Media Studies M.A. must be vigilant about Graduate School deadlines, procedures, and paperwork. All Graduate School deadlines are published in the academic calendar and may be obtained from the Graduate School office. Students should also refer to the GSAS Handbook for guidelines regarding degree completion and graduation. If the student fails to meet Film and Media Studies M.A. or Graduate School deadlines and requirements, graduation may be delayed.

Students must complete and return the Application for Degree form to the Graduate School by the deadline, usually near the beginning of the semester. The Report of Completion of
Requirements for Master’s Degree form must be brought to the thesis defense to be completed and signed by the members of the student’s committee. The student must then have the Director of Graduate Studies sign the form before submitting it to Laney Graduate School. Additional forms must be signed by the committee or committee chair.

Commencement is held once a year, at the end of the spring semester. Questions regarding commencement should be directed to the Graduate School office. Caps and gowns must be purchased from the University Bookstore. Students may contact the Bookstore at the beginning of the spring semester to learn when caps and gowns will be available.

**OPPORTUNITIES AVAILABLE TO FILM AND MEDIA STUDIES M.A. STUDENTS**

**Conference, Research and Study Funds**

Limited funds are available from the Film and Media Studies Department and the Graduate School for students to attend conferences or to travel for research. While Laney Graduate School’s Professional Development Funds are only available to Ph.D. students, they will often support M.A. student research and travel on a case-by-case basis. In addition, some funds are available specifically for conference travel from the Graduate Student Council. In order to request funds from the department, students must submit a written proposal to the Film and Media Studies office. The Film and Media Studies proposal should be addressed to the DGS and delivered or e-mailed to the Film and Media Studies office. Please ensure that you provide the Academic Department Administrator with a copy of your proposal for the files. Students’ proposals should outline the projected activity, explain its relation to their course of study, and provide a budget of expected travel expenses and fees for which the student is requesting funding. A sample letter may be found in the “Supplementary Materials” section at the back of this handbook.

Expenses for which the Film and Media Studies M.A. program agrees to pay will be reimbursed upon the student’s return to Emory. Students will be told in advance the amount of funding that has been approved. However, students will need to fill out a travel expense report upon their
return, and must present original receipts demonstrating expenditure of the previously allocated amount. For travel reimbursement, students must also present the original airline ticket stub (electronic ticket or itinerary). Any expenses incurred beyond the previously allotted amount are the full responsibility of the student.

The Society for Cinema and Media Studies (SCMS) has its annual conference in the spring of each year, and this conference is particularly beneficial for students in the Film Studies M.A. program. Students interested in attending this conference are urged to plan ahead and submit their funding proposals as early as possible. Details about this year’s conference can be viewed on the SCMS website at http://www.cmstudies.org.

**RESOURCES**

There are a number of excellent resources at your disposal, both on and off campus, and you should take the time to learn about and take advantage of them. A few are listed below for your convenience. Also, please be sure to visit the program’s website: (http://www.filmstudies.emory.edu) for the Film and Media Studies Research Guide (created by Emory Library), course offerings, Film and Media Studies links, and other information.

**Books**

- University Bookstore, 404-727-6222
- Woodruff Library (general), 404-727-6873

**External Employment Opportunities**

- Work opportunities are posted via email to all students whenever an inquiry is sent to the Film and Media Studies office.
Supplementary Materials
MAJOR DEADLINES

It is strongly recommended that you check the Graduate School academic calendar for the current year and fill in the dates for the following deadlines. The calendar can be found on their website at:
http://www.gs.emory.edu/news_and_events/lgs_calendar.html

These deadlines are especially crucial for those students completing a thesis.

Registration
Fall__________
Spring__________

Classes begin:
Fall__________
Spring__________

Schedule change ends:
Fall__________
Spring__________

Degree application deadline:
Fall__________
Spring__________

Final Sunday of spring break
Spring__________

Degree clearance forms due; theses and dissertations due:
Fall __________
Spring__________

List of TATTO student participants due:
Fall __________
Spring__________

Classes end:
Fall __________
Spring__________
PROXY INSTRUCTIONS

TO RECEIVE REIMBURSEMENT FOR TRAVEL EXPENSES, EACH STUDENT MUST PROVIDE THE FILM STUDIES ACADEMIC DEPARTMENT ADMINISTRATOR (GARY FESSENDEN) WITH PROXY ACCESS TO THEIR ACCOUNT. THIS WILL ALLOW THE GRADUATE COORDINATOR TO REQUEST TRAVEL REIMBURSEMENTS FROM ACCOUNTS PAYABLE.

PLEASE NOTE THE INSTRUCTIONS BELOW:

GO TO WWW.EMORY.EDU
SELECT FACULTY/STAFF
SELECT FINANCE
SIGN IN USING YOUR USERNAME AND PASSWORD
SELECT THE TRAVEL TAB (TOP RIGHT HAND CORNER)
SELECT EMORY UNIVERSITY
SELECT TRAVEL EXPENSE REPORTING (LEFT SIDE)
SELECT EXPENSE REPORTS (MIDDLE)
SELECT PROXY SETUP
ENTER ACADEMIC DEPARTMENT ADMINISTRATOR’S USER ID (ASK GARY FESSENDEN)
CLICK ADD
Dear DGS:

I am writing to request funding to attend the 2009 Annual Conference of the Society for Cinema and Media Studies, to be held in Tokyo, Japan, May 21-24, 2009.

I have proposed a paper to SCMS on the topic of film theory and animated films. This paper explores the ways in which Eisensteinian notions of montage could be applied to Warner Bros. cartoons of the 1940s. I will be arguing that while Eisenstein was a great admirer of the Disney cartoons, it was the Warner Bros. cartoons that more fully embraced his notion of dialectical montage.

Details of the conference including the registration and lodging fees may be found at the SCMS website at www.cmstudies.org. The estimated costs associated with this trip are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare (quoted by X airline; departing 12/18 and returning 12/21)</td>
<td>$1025</td>
</tr>
<tr>
<td>Hotel, 3 nights</td>
<td>$127.50</td>
</tr>
<tr>
<td>(conference hotel, student rate of $85/night, shared with one other student)</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$50</td>
</tr>
<tr>
<td>Meals (estimated at $25/day)</td>
<td>$100</td>
</tr>
<tr>
<td>Cab Fare (airport-hotel-airport)</td>
<td>$50</td>
</tr>
</tbody>
</table>

**TOTAL**                                           **$1352.50**

Any assistance with these costs would be greatly appreciated. Thank you for your consideration!

Sincerely,

(Your name)