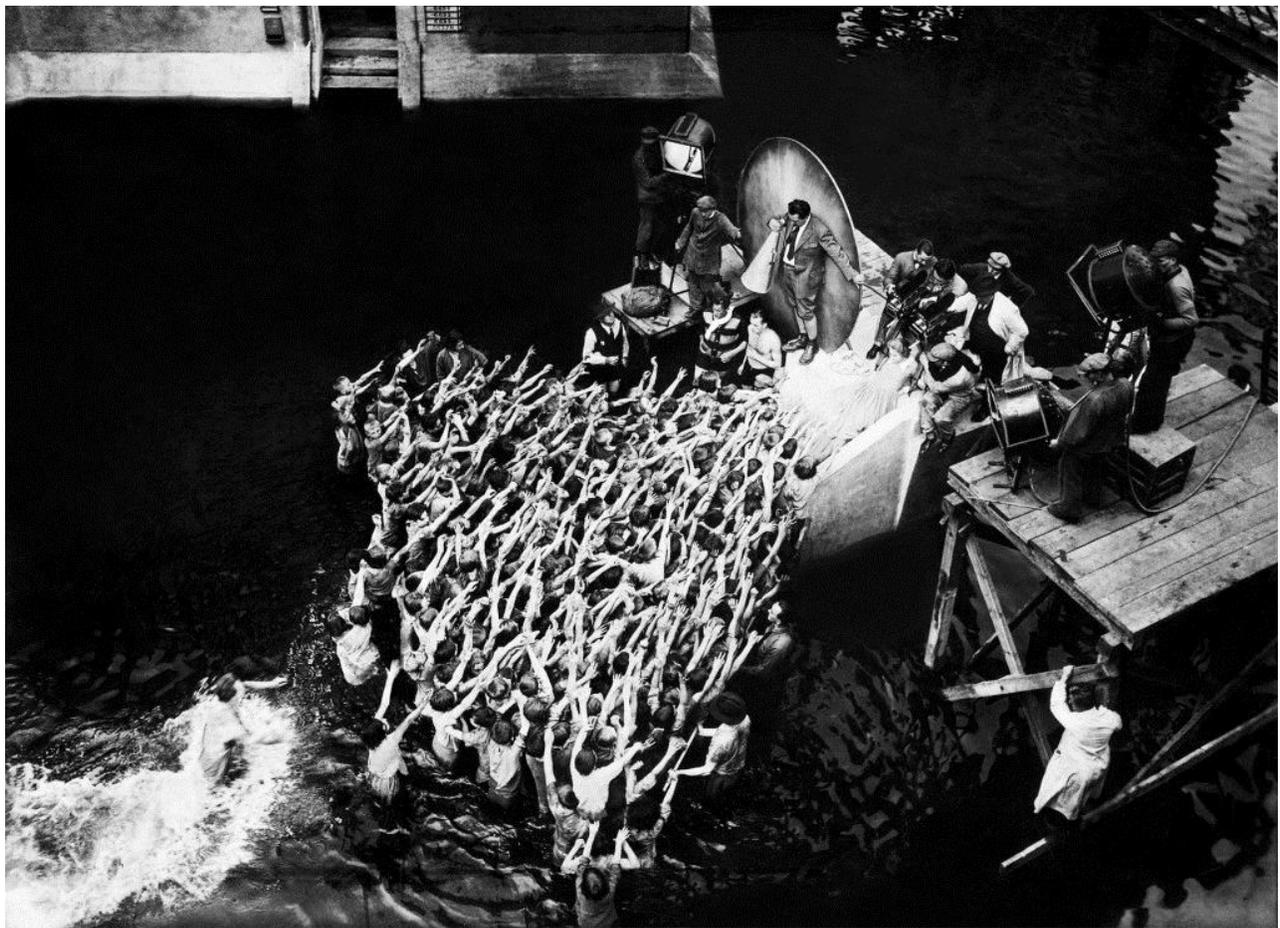




THE UNIVERSITY OF
CHICAGO

Department of Cinema
and Media Studies

Graduate Student Handbook



Metropolis (1927) Production Still - Image used with permission of Kino Lorber

2017-2018

*UPDATED: October 2017

CINEMA AND MEDIA STUDIES – DEPARTMENTAL INFORMATION

CMS WEBSITE

The CMS Department website is <http://cms.uchicago.edu>. Information on courses, faculty, staff, students, workshops, the academic calendar, administrative forms, and so forth, may be found here. The most recent version of this Handbook will also be available (updated every spring quarter for the following academic year) and should always be consulted, particularly in the time surrounding a student's 1st year in the program.

CMS WIKI

Directories for students and faculty, calendars, additional resources, housing, and other information is available on the CMS wiki <http://wiki.uchicago.edu/display/DeptCMS/Home>. To access the wiki, enter the above address or following the link on the department website. A login page will appear and you will use your CNetID and password to log in.

LISTSERVS

All incoming PhD students are automatically subscribed to the CMS PhD listserv used by the department cms-phd@lists.uchicago.edu. The purpose of this mailing list is to notify students of official administrative events including program deadlines, job and fellowship information, events such as workshops, screenings, and lectures on campus and elsewhere. Graduate students promoting CMS events (for example Grad Social events, Mass Culture Workshop) can feel free to send messages out on this listserv. To send out a message to the PhD listserv, send the email you would like circulated to cms-phd@lists.uchicago.edu. Once approved, it will be distributed.

If you have an event that you would like to go out to the whole CMS community (grad students, faculty, associated faculty and fellows, CMS / FSC staff, visiting scholars) please send those directly to cms-announce@lists.uchicago.edu

Other listservs used by the CMS department are:

- cms-maph@lists.uchicago.edu: For MAPH students affiliated with CMS
- cinegrad@lists.uchicago.edu: For past and present grad students in CMS
- cineug@uchicago.edu: For undergraduate students affiliated with CMS

OTHER IMPORTANT INFORMATION

Complete and detailed information regarding the various policies enforced by the University, including information on health insurance, leaves of absence, academic fraud, and library privileges, can be found in the *Student Manual of University Policies and Regulations*, available online at <http://studentmanual.uchicago.edu>. This information is always kept up-to-date, and students should keep themselves aware of policies and regulations.

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GETTING STARTED

INTRODUCTION

The Graduate Student Handbook is a general guide to the graduate program in the Department of Cinema and Media Studies. It covers a wide variety of topics and issues that will concern you during your career here and serves as a description of the program requirements and of the department's policies and procedures. If the Handbook does not answer your specific questions, please contact CMS department staff (cinema@uchicago.edu) or the current Director of Graduate Studies.

CODE OF ETHICS

The Department of Cinema and Media Studies is a community of students and scholars whose members abide by a code of professional ethics. The department values the creative and analytical ability of its members and also recognizes that the collecting and coordinating of information is a fundamental process of learning and scholarship. Its members therefore are obliged to acknowledge ideas and words derived from others; undocumented statements are assumed to be the individual's own contribution. During examinations students may neither accept nor give assistance. In cases where this code of ethics is violated, the Chair will appoint an *ad hoc* Committee of three (two faculty members and one student) to ascertain the facts and to make recommendations.

UNIVERSITY POLICY ON HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

Effective July 1, 2015, the University has implemented substantial revisions to the Policy on Harassment, Discrimination, and Sexual Misconduct. The revisions to this policy are extensive, with significant revisions to the definitions of consent and confidentiality. It also articulates new principles regarding consensual relationships between academic appointees and students. The entire policy is available online [here](#).

The changes reflect the University's fundamental commitment to values that promote the full participation of all members of our community. As part of that commitment, the University prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, physical or mental disability, protected veteran status, genetic information or other legally protected classes. Sexual misconduct, which encompasses a range of conduct from sexual assault to sexual harassment, also violates the standards of our community, is unacceptable and will not be tolerated. The University will take necessary action to prevent, correct, and, where indicated, take disciplinary action regarding unlawful discrimination and sexual misconduct. The revised Policy on Harassment, Discrimination, and Sexual Misconduct applies to students and other program participants, staff, postdoctoral researchers, faculty, and other academic appointees, volunteers, as well as to anyone on whom the University has formally conferred a title, regardless of employment status. It also applies to misconduct that occurs on or off University property; and if the conduct occurred in connection with a University or University-sponsored or -recognized program or activity or has or reasonably may have the effect of creating a hostile educational or work environment for a member of the University community.

CALENDAR OF IMPORTANT EVENTS

AUTUMN QUARTER

- **September (the Monday before classes start):** Department orientation; Division-wide new student orientation. First-year matriculating students, as well as students entering their second year, will have advising meetings with the Director of Graduate Studies (DGS) to discuss courses and get them situated prior to course registration.
- **3rd Week:** Add/drop period ends.
- **7th Week:** Students meet with DGS for advice regarding winter quarter courses.
- **7th Week:** Autumn Travel Grant applications to be submitted to CMS Office.

WINTER QUARTER

- **January:** Winter quarter begins; applications to receive degrees this quarter must be submitted. All 'continuing financial aid applications' for the next academic year due in Dean of Student's Office, Walker 111.
- **3rd Week:** Add/drop period ends
- **7th Week:** Students meet with DGS to discuss spring quarter courses.
- **8th Week:** Internal CMS deadline for Dissertation Completion Fellowships.
- **March:** Annual SCMS Conference - check with [Society for Cinema and Media Studies](#) for conference location and dates.

SPRING QUARTER

- **March:** Spring quarter begins; applications to receive degrees this quarter must be submitted.
- **2nd week:** Prospective Students Days - current graduate students should make themselves available during these days in order to meet and interact with their potential future colleagues.
- **3rd Week:** Add/drop period ends
- **4th Week:** Annual CMS Graduate Student Conference
- **4th Week:** Spring quarter Graduate Reviews - current students will receive academic progress forms and are expected to complete them and return to Department Coordinator.
- **7th Week:** Spring Travel Grant applications to be submitted to CMS Office.
- **9th Week:** Registration begins for those students wishing to enroll in summer courses (such as courses at the Summer Language Institute).
- **11th Week:** Humanities Division Convocation

SUMMER QUARTER

- **June:** Summer quarter begins; applications to receive degrees this quarter must be submitted.
- **August 31st:** All incomplete work for the preceding academic year must be submitted to CMS faculty member who served as instructor.
- **August 31st:** Deadline to submit all proposals (papers, Workshops, panels) to SCMS for the following years conference.

OUTLINE OF THE PROGRAM

FIRST YEAR

- Considering the required coursework for the program, students should enroll in seven (7) courses during their first year.
 - Required courses: CMST 40000 – Methods and Issues; CMST 48500 – History of International Cinema, Part I; CMST 48600 – History of International Cinema, Part II.
 - At least 2 electives listed with CMS
- Students should consider fulfilling the first of their two foreign language requirements either during your first year or over the summer quarter.
- Meet with DGS each quarter.
- Attend departmental lectures / screenings / events.

SECOND YEAR

- At least six (6) courses to be taken; minimum of four elective courses listed with CMS.
 - Three of the courses taken must be considered advanced level (60000 level)
 - Take CMST 69900 - Pedagogy if offered during academic year.
- Have language requirement completed by end of summer quarter
- Meet with DGS each quarter.
- Attend departmental lectures / screenings / events.
- In spring quarter, begin applying for third year course-assistant (CA) positions.

THIRD YEAR

- Finish coursework.
 - Take CMST 69900 – Pedagogy if not offered during second year.
- Begin fulfilling GAI teaching requirements.
- By end of spring quarter, students should complete their Oral Field Examinations. Develop your lists over the course of the year with your committee, schedule written and oral components with aid of the Department Coordinator, and complete written and oral sections during agreed upon schedule.

FOURTH YEAR

- In autumn quarter, form dissertation committee and schedule first meeting.
- Continue fulfilling GAI teaching requirements.
- Submit approved dissertation proposal ideally during winter quarter, spring quarter at the latest (cannot be in-candidacy without approved dissertation proposal)

FIFTH YEAR

- Conclude fulfilling GAI teaching obligations
- Apply for dissertation-year fellowships (if ready); requires at least one completed dissertation chapter by department deadline of late February / early March
- Participate in department programs to prepare for the job market (in Fifth or Sixth year)

SIXTH YEAR (AND BEYOND...)

- Apply for dissertation-year fellowships (if not during fifth year)
- Schedule dissertation defense date
- Defend and submit dissertation
- Participate in workshops for candidates on the job market

2017-2018 ADMINISTRATIVE STAFF

Cinema and Media Studies Department

Department Chair Daniel Morgan
Classics 308
(773) 702-3317; drmorgan@uchicago.edu

Director of Graduate Studies (DGS) Allyson Nadia Field
Classics 309
anfield@uchicago.edu

Director of Undergraduate Studies (DUGS) Jim Lastra
Classics 310
jflastra@uchicago.edu

Department Coordinator Traci Verleyen
Classics 304
(773) 834-1077; tverleyen@uchicago.edu

Department Assistant Claire Ptaschinski
Classics 304
(773) 834-1077; cptaschinski@uchicago.edu

The Film Studies Center

Director Daniel Morgan
Classics 308
(773) 702-3317; drmorgan@uchicago.edu

Assistant Director Julia Gibbs
Cobb 306 C
(773) 702-1118; jgibbs@uchicago.edu

Manager of Film and Media Operations Ben Ruder
Cobb 306
(773) 702-3881; bruder@uchicago.edu

Events Coordinator Michael W. Phillips Jr.
Cobb 306
(773) 703-8596; mwphillips@uchicago.edu

Information / Circulation Desk Cobb 306 - p: (773) 702-8596; f: (773) 702-9042

2017-2018 ADMINISTRATIVE STAFF (continued...)

The Division of the Humanities – Dean of Students Office

Associate Dean and Dean of Students: Martina Munsters
Walker 213A
(773) 702-3636; mmunster@uchicago.edu

Assistant Dean of Students, Student Affairs: Joyce Kuechler
Walker 111
(773) 702-8498; jkuechler@uchicago.edu

Assistant Dean of Students, Admissions: Michael Beetley
Walker 111B
(773) 702-8499; mrbeetle@uchicago.edu

General Inquiries – Dean of Students Office: humdos@uchicago.edu

University Offices

UChicago GRAD Office - Current students: (773) 834-7926
Prospective students: (773) 702-3760
970 E. 58th St, 3rd Floor

Dean of Student's Office - Main Office: (773) 702-8512
Dean of Students: (773) 702-1552
1115 E. 58th St, 1 Floor - Walker Museum

Registrar's Office - reg-help@uchicago.edu; registrar@uchicago.edu
(773) 702-7891
1427 E. 60th St, 1st Floor – Press Building

Bursar's Office - (773) 702-8000
970 E. 58th St, 4th Floor – Bookstore Building

Office of International Affairs - international-affairs@uchicago.edu
(773) 702-7752
1427 E. 60th St, 2nd Floor – Press Building

THE PH.D. PROGRAM

POLICY STATEMENT

The following statement of policy - which elaborates the current information on the Cinema and Media Studies website, and clarifies the existing policies of the Division of the Humanities - is addressed to all students who are pursuing or contemplating work toward a Ph.D. This statement is intended to guide students in planning and assessing their own progress in acquiring the knowledge and skills they will need as scholars, critics, and educators. It is also intended to guide faculty in advising students, designing courses, and serving on examinations.

To prepare as scholars and educators, students should work to develop particular competencies associated with the Ph.D. in Cinema and Media Studies. Scholarship in our field demands: expertise in textual and research skills, knowledge of the history of film and its relations with other media, and familiarity with a variety of critical methods and with theories of cinema and the changing media environment. Moreover, beginning junior faculty at most institutions will be expected both to write and publish in an area of specialization and to teach a wide range of courses, including surveys. It is therefore essential that every graduate student before beginning the dissertation should have demonstrated, through course work, language exams, and the field's examinations, the following competencies:

1. Substantive knowledge of the history of film and awareness of characteristic problems and procedures of the textual and cultural historian (including considerable knowledge of one particular period as well as some engagement with historical and national difference)
2. Expertise in various contextual and inter-medial approaches and a capacity for close, formal analysis.
3. An awareness of basic critical problems as well as a range of critical modes by which such problems are pursued.
4. Familiarity with and ability to employ resources for scholarly investigation, both at the Regenstein Library and on the web;
5. The ability to write effective, well-constructed critical prose and to present critical ideas orally;
6. Competence in reading critical texts and other research materials in two foreign languages.

The department expects students to acquire these competencies through a variety of means during their years in the University of Chicago. In addition to the department's regular course offerings taken during graduate work, students should

- Participate in reading courses and conversations with faculty
- Participate in graduate workshops and colloquia
- Attend (and contribute to) extra-curricular lectures, conferences, screenings, or exhibits.
- Last but certainly not least, pursue individual study and engage in conversation with other students. Faculty advisors are available to help students assess their progress in achieving these abilities, and to plan programs that will address their individual needs.

The department also believes that students should acquire basic aptitude in educating, through supervised teaching, either within the Cinema and Media Studies Department or elsewhere in the University - particularly the College - and independent teaching once the student has progressed further along in the program.

PROGRAM OVERVIEW

The goal of the Ph.D. program is to prepare doctoral students for independent work - to develop their individual ability to pose and investigate problems in the advanced study of cinema and other related media. Department requirements are designed to move students systematically and efficiently toward that goal by introducing them to diverse modes of film practice, critical methodologies, and historical/theoretical problems. The department also seeks to provide a student with extensive practice in research, discussion, argument, and writing. The department recognizes that students come to the program with varying needs and with different levels of skills - some students, therefore, may need or wish to take more than the minimum number of courses or to set individual projects beyond those considered basic requirements. That being said, all students must at minimum the following:

1. Complete the required course work;
2. Fulfill the foreign language requirement;
3. Pass the fields examination;
4. Write an acceptable dissertation; and
5. Pass the final dissertation defense.

ADVISING

The Director of Graduate Studies (DGS), in consultation with the faculty, serves as the advisor for students in their pre-dissertation years, though it is understood that students will also consult with other members of the faculty. The DGS will help students to plan and maintain a course of study that will fit the student's own intellectual and professional goals, achieve the competencies described in the Policy Statement (pg.9), and meet the requirements for the degree described above within a timely fashion. A key role of the DGS is to be certain that each student understands the program possibilities and requirements, as well as the optimal schedules for completing them.

Current grad students and the DGS should discuss various aspects of a student's academic career including course selections, preparation for oral field's examinations, the fulfillment of other degree requirements, the transition from coursework to exams to dissertation, and other aspects of the student's professional preparation. Students must have the verbal / written consent of the DGS to register for courses, or to add / drop them (see p.12-14). Students should keep the DGS informed of what they are doing to fulfill their coursework, foreign language requirements, and how they are preparing for the oral fields examinations. If problems should arise while pursuing a plan of study, the first point of contact for a student is the DGS who can guide them and consult about possible alternatives. The DGS monitors the student's progress at their scheduled meetings and advises both the student and the faculty of any problems which they notice.

- o Requests for leaves of absence should be discussed with the DGS and will also need approval from the Chair and the Dean of Students.

During the first, second, and third years within the program students will meet with the DGS at least once a quarter (typically right before or during the registration period). In the third year, students and the DGS will review the progress made on language requirements and the preparations taken for the oral fields examinations. This is a good opportunity to consult with the DGS about the formation of exam and dissertation committees.

- In the period after completion of their Oral Fields Examinations (see p.21-23) and before constituting a dissertation committee (see p.24), students will continue to meet with the DGS at least once a quarter until the dissertation director takes over.

WORKSHOPS

Each year the Humanities and Social Science divisions offer a range of research workshops for faculty and advanced graduate students. Many Cinema and Media Studies faculty and graduate students actively participate in these workshops. The format varies, but (in addition to occasional presentations by visiting scholars) participants normally discuss common readings or present the results of their own research, such as dissertation chapters or drafts of essays for publication. It is understood that Ph.D. students will participate in workshops and other similar groups throughout their time in the department.

The [Mass Culture Workshop](#) operates as a forum dedicated to the recent and ongoing academic research on the historical, theoretical, and practical dimensions of modern mass media (commercial, consumer, or popular) including cinema, television, journalism, popular music, photography, advertising, fashion, public amusements, and computer technology. RAVE Workshop (Research in Art and Visual Evidence) features scholarship on art, architecture, media, and art criticism across divisions of geography and historical periodization.

- A complete list of workshops, including Mass Culture and [RAVE](#) can be found on the [Council for Advanced Studies Workshops](#) 2016-2017 page.
- Chicago Film Seminar can be found at <http://chicagofilmseminar.blogspot.com>

DEPARTMENTAL LECTURES

Unless they have a course conflict, first and second year students are strongly encouraged to attend departmental lectures. These lectures are offered to familiarize students with the kind of critical work being pursued within as well as beyond their immediate field of interest, and to provide a public occasion for discussion among faculty, students, and visitors.

COURSE WORK

Students are expected to complete seventeen (17) courses during their course of study, of which a minimum of twelve have to be listed among the offerings of the Department of Cinema and Media Studies. Required courses must be taken for a quality letter grade (pass/fail is not an option; neither is auditing). During their coursework, students must take **three (3) advanced-level CMS seminars (60000 level)**; CMST 69900 Pedagogy does not count towards this requirement.

- Four (4) required Cinema and Media Studies courses from the department are as follows:
 - CMST 40000 'Methods and Issues in Cinema and Media Studies' – an introduction to research methods, key concepts, and theoretical frameworks, using case studies to introduce students to debates and issues in the field.
 - CMST 48500 and CMST 48600 'History of International Cinema, Parts I and II' – a two-quarter survey course that is designed as both a beginning-level graduate and an upper-level undergraduate course.

- CMST 69900 Pedagogy – an introduction to pedagogical methods in the field of Cinema and Media Studies. This course will take place over the course of one (1) academic year.
- Eight (8) elective courses must originate in CMS or be cross-listed with CMS.
- The remaining five (5) courses are to the student’s choosing, and should fit into the student’s overarching research goals.
 - Please note that language courses are not counted toward fulfilling coursework requirements for the Ph.D.

A *sample* program (also outlined at p.7) for students entering the department **without** previous graduate study in Cinema and Media Studies would consist in the following:

1. *First year:* A total of at least seven (7) courses: three required courses (CMST 40000, CMST 48500, CMST 48600); a minimum of two courses listed or cross-listed in the Department of Cinema and Media Studies
2. *Second year:* A total of at least six (6) courses: a minimum of four elective courses listed or cross-listed in the Department of Cinema and Media Studies. Students should try and fulfil the required number of advanced level seminars during second year. In years that CMST 69900 – Pedagogy is offered, students are expected to enroll;
3. *Third year:* A total of three (3) courses; students should take CMST 69900 – Pedagogy if not offered in their second year.

STUDENTS WHO ENTER WITH AN MA

PhD students entering the department with an MA from another institution (or from within the University of Chicago) may ask to be exempt from some requirements. Such requests will be handled on a case-by-case basis, but no student may receive credit for more than three (3) courses. Students must show the relevance of a course in the field of cinema studies in order to qualify for such a waiver.

To request such a waiver, students should send an email to the Director of Graduate Studies. This letter must include the name, instructor, grade earned, and syllabus or description for each course for which credit is being requested. A copy of this letter should be submitted to the Department Coordinator. If approved by the DGS, the student will receive notification from the Department Coordinator and the student’s file will be updated accordingly.

CHOOSING COURSES

In their first, second, and third years, students will choose their courses in consultation with the Director of Graduate Studies. The selection of courses (as well as the number of courses taken) will be governed primarily by the student's individual interests, needs, and goals. The department makes every effort to achieve (through effective course planning) a variety of film periods, genres, and methodologies on offer, but the number of courses available in any given year is necessarily limited. Students are therefore urged to develop during their first doctoral year a tentative 2-year plan for making the fullest

possible use of course offerings in connection with their individual interests and their own private reading plans. Decisions about the number and variety of courses to be taken should be made after discussion, based on a full review of the student's record and future plans, with the DGS. Courses cross-listed with CMS but offered by other departments should be considered if a field of interest is not offered by the CMS faculty. In addition:

- Students may elect to take independent study courses, but are limited to two (2);
- Too narrow a concentration in coursework may not be advisable for a student's advancement in the program. Since opportunities to teach in a single area are limited for both graduate students assisting in CMS courses and in beginning teaching positions at other institutions, students should be prepared to teach in several different areas.

REGISTRATION

Registration for each approaching quarter takes place in Week 8 of the preceding quarter, with the exception of autumn where registration is **one week before classes start**. Notices about registration are sent via e-mail to all graduate students through cms-phd@lists.uchicago.edu and on the CMS Wiki. Matriculating students register on the first day of the winter and spring quarters. Information on registration for the summer quarter ([Summer Language Institute](#)) will be distributed during spring quarter.

REGISTRATION PROCEDURES

Students in years one through three are required to meet with the DGS each quarter. Matriculating students will meet with the DGS during CMS Orientation to familiarize themselves with the CMS Department and the University as a whole. For all following quarters, the Department Coordinator will distribute registration instructions and arrange advising meetings. Students can independently arrange to meet with the DGS to discuss their concerns, program requirements, and expectations. As of September 2016, graduate students can now register directly for classes through the [AIS website](#). While students no longer need approval of the DGS in order to enroll in classes, concerns expressed by DGS regarding a student's courses must be taken into consideration. Students in years four and beyond will no longer meet with the DGS or their advisor for registration purposes. Students who choose to enroll in or audit courses will register through the AIS site.

- Please note that for any classes which requires "permission of instructor" to enroll, students must email instructor, gain permission, and then send permission to the Department Coordinator in order to be officially enrolled in the course.

SUMMARY OF REGISTRATION PROCEDURES

For each quarter's registration students must:

1. Schedule a meeting with the DGS or their faculty advisor to get advice on the program of course work (for first and second year students the Department Coordinator will distribute a survey for meetings with the DGS during two sections of time - if this block of time cannot be attended, it is up to the student to arrange a meeting with the DGS)
2. Enroll in courses online at <http://my.uchicago.edu> - if there are any problems with enrollment, please contact the Department Coordinator as quickly as possible.

3. In autumn quarter, matriculating students with stipend checks may pick them up when they register. All other doctoral students should ensure they enroll in direct-deposit – stipends of students not enrolled in direct-deposit will be mailed to the address listed on my.uchicago.edu.

All full-time students - following federal financial aid regulations - must be enrolled quarterly in course work and must maintain satisfactory academic progress in their program of study. Satisfactory academic progress for doctoral students is determined annually by the department in the spring quarter for academic purposes and by the Student Loan Administration in the summer for federal loan eligibility in compliance with federal financial aid regulations (i.e. summer stipend).

All doctoral students who are enrolled in fewer than 300.00 units (3 courses) per quarter will be enrolled automatically in an "Advanced Studies" course at the conclusion of the add/drop period. . For Cinema and Media Studies, this course code is CMST 70000. All students enrolled in the “advanced studies” course will receive a grade for the course for every quarter, and the grade will be recorded by the instructor of record – either the Director of Graduate Studies or a faculty designee. The grade to be assigned to this course will either be a grade of "satisfactory" (S) or "unsatisfactory" (U).

LATE REGISTRATION / ACCOUNT HOLDS

Students who have unpaid fees from the current quarter (ex. Student Life Fee) or unfinished / overdue training modules will have holds place on their accounts prior to registration by the Dean of Students Office. The Department Coordinator will contact any students with such holds. If the reason for the hold is not resolved during registration week, the student will not be able to register for classes. As such, they will be liable for a late registration fee (currently \$100), unless prior arrangements with the Dean of Students have been made.

CHANGE OF REGISTRATION

Either the DGS or the individual student’s faculty advisor should approve any changes in registration. During the first three weeks of the quarter – exact dates can be found in the Registrar’s site [Dates and Deadlines](#) – replacing one course with another can be done without a fee. The end of the 3rd week of any quarter is the end of this add/drop period. Changes to courses can be made using a similar process to the original enrollment – in the Class Registration section of my.uchicago.edu, the student would select the course they want exchanged, choose SWAP from the drop-down menu, and enter the course code for the course they wish to take instead. If a student is having trouble with this process (or the course is closed despite still having spots available) please contact the Department Coordinator.

While the Department Coordinator can approve changes, the student should communicate with their advisor prior to this process. The change will then be recorded in the Dean of Students' office and with the Registrar. The end of the third week of any quarter is the deadline for all course changes. Any courses dropped by a student after the third week will remain on the transcript and grades of administrative ‘W’ will be entered to indicate withdrawal after the deadline.

GRADES

The lowest passing grade for graduate Cinema and Media courses is B-. If a student makes a lower grade, it will remain on the official transcript, but the student must take an additional course in order to meet the required number of passing grades (note that '+' and '-' appear both on the official transcript and on department records). Students who show a consistent pattern of grades in the 'B' range will be subject to faculty review for possible dismissal from the Ph.D. program. Students should reasonably expect that written course work handed in on time will be returned to them by the faculty instructor with grade and comment within no more than a month. Undue or repeated delays should be discussed with the DGS or the Chair.

A grade of P (Pass) is given for any course in which a student makes an arrangement with the instructor to receive a P instead of a quality grade. The grade of P in a graduate CMS course requires from the student at least one piece of written work and some demonstrated mastery of the subject matter of the course. In cases where there are no formal course assignments to this effect, the instructor will devise one (or more). If the student does not meet the requirements, the instructor can turn in a failing mark. Students ordinarily will inform the instructor early in the quarter of their intention to receive a P. A letter grade or 'quality grade' may not later be changed to the grade 'P'.

- Please note: Courses taken for a 'P' do not count toward the total number of required courses; quality-grades are the only way to fulfill the coursework requirement.

INCOMPLETES

For various reasons, students may find themselves unable to complete the work for a class by the required deadline. In such a case, they may wish to take a grade of Incomplete in that class. Instructors determine their own course policies regarding the grade of incompletes (or 'I') and these policies vary widely throughout the department. It is therefore incumbent on the individual student to ascertain whether and under what conditions an instructor might agree to grant an 'I' for course work not completed in the quarter in which the student is registered for the course. If an instructor's permission for an 'I' is obtained, course credit remains contingent on the student's satisfactory completion of the course work under specified conditions, and the instructor's submission of a final passing grade.

Students should resolve their incompletes in a timely manner – a pattern of not resolving incompletes can lead to academic probation or a leave of absence (see the Guidelines for Satisfactory Academic Progress). Students with more than one outstanding incomplete in the current academic year normally cannot teach in the department and cannot proceed to their fields exam. It is also important to remember that at the beginning of each academic year, any incompletes on a student's transcript will be changed by the Registrar from an incomplete to a 'W', designating that the student has been withdrawn from the course. The student and instructor of record must inform the Department Coordinator of the final grade so the proper paperwork can be filed with the Registrar.

Students should also realize that their complete records are reviewed for teaching assignments, financial aid awards, and fellowships as part of the Spring Graduate Review. It is in the student's best interest to have as few incompletes as possible when these records are under review, as having completed coursework will reflect far better on a student's academic record.

FOREIGN LANGUAGE REQUIREMENT

Given the highly international nature of the field of cinema and media studies, students must demonstrate proficiency in two (2) modern foreign languages by earning High Passes ('P+') on the University's Foreign Language Reading Examinations. The first of these must be either French or German, and proficiency should be demonstrated by the beginning of the autumn quarter of the student's second year in the program. The second language will be chosen in consultation with the DGS, and proficiency must be demonstrated before the student will be permitted to take the fields examination.

Students may also fulfill one of the language requirements by receiving an A grade in the one-quarter graduate course *French 33300: French for Research Purposes* or *German 33300: German for Research Purposes*, provided that the student selects a set of critical texts to use as **sources from their own field of study** in fulfilling the requirements of that course. Furthermore, the student must demonstrate mastery equivalent to that tested in the University's Foreign Language Reading Examination. It is the responsibility of each student to see that the course instructor understands this requirement and communicates to the CMS Director of Graduate Studies that the student has met it.

- Please note that these requirements are normally satisfied with courses taken within the University of Chicago, and that Cinema and Media Studies is the final arbiter when it comes to determining whether students have fulfilled their language requirements.

Students who are a native-speaker of a language other than English should consult with the Director of Graduate Studies by the third year of the program - the opportunity to have one of the two language requirements waived is possible. Requests must be submitted for review to the Chair, DGS, and Department Coordinator.

ACADEMIC PROGRESS - REQUIREMENTS AND PROCEDURES

The Department of Cinema and Media Studies annually reviews the academic progress of each Ph.D. student. The review is conducted in spring quarter. In general, the department reviews:

1. The student's academic record and progress in completing language requirements, field exams, and dissertation proposal;
2. The student's Academic Progress Report or Dissertation Report;
3. The views of the student's advisor and instructors;
4. Any petition the student has submitted under policy provision 5, below.

THE ACADEMIC PROGRESS REPORT

Every Ph.D. student submits an annual Academic Progress Report during the spring quarter. This form will be distributed by the Department Coordinator, utilizing the cms-phd listserv. Those students who have not yet passed the fields examination will submit this form to the DGS or their faculty advisor for approval, and then submit it to the Department Coordinator. Ph.D. Students who have passed their field's exam will bring this report to their annual advisory meeting with their dissertation committee (or, during the year when the dissertation proposal conference is held).

BASIC GUIDELINES

Satisfactory academic progress in the first three years means completing required course work on time; if it is necessary to take an incomplete in a course, incomplete work should be finished within a reasonable period of time and the number of incompletes should be kept to a minimum – **two or more outstanding incompletes at the time of the annual spring and summer reviews is cause for departmental concern**. Furthermore, as noted on p. 16, incompletes can no longer be carried from one academic year to the next - unresolved incompletes are designated as “audited” classes at commencement of the next academic year by the Registrar’s Office and a letter grade can no longer be earned by the student.

Students should keep in mind that satisfactory progress also means preparing to pass the fields exam by the end of the third year (possibly in the second year for those entering with an M.A.) or getting the approval of the Director of Graduate Studies and the Chair where a postponement is necessary. Upon completion of the dissertation proposal, satisfactory progress is thereafter defined by dissertation research resulting in **at least one** approved dissertation chapter each academic year. In the majority of cases, the department expects more rapid progress.

- Students who wish to extend the time limit on **any** of the conditions for satisfactory progress **must** petition the Director of Graduate Studies and the Chair by the beginning of spring quarter. The petition must state clear reasons for the extension and a reasonable schedule for meeting all requirements of the program.

If the student's overall record raises serious doubts about their academic progress, one of the following actions may be recommended to the Department Chair:

1. the student be placed on probation, normally for no longer than one quarter, and reviewed again at the end of that period;

2. the student be invited to take a Leave of Absence until their outstanding work is satisfactorily completed and submitted;
3. the student be given an "unsatisfactory progress" rating by the department.
 - Please note that a report of "unsatisfactory progress" has the following consequences: the student's outstanding federally supported educational loans come due immediately and the University discontinues financial aid; the student may not register in the department until the deficiencies in their record have been made up and approved; and, if satisfactory progress is not made, the student may be asked to leave the program.

INCOMPLETES AND IMPACT ON ACADEMIC PROGRESS

Please read the following carefully. Its aim is to clarify the details of the policy on incompletes, but also to convey the pedagogical philosophy that underlies its intention (p.16)

The Department of Cinema and Media Studies considers it both reasonable and responsible for students to carry with them from quarter to quarter some amount of unfinished work, given the quick pace of the quarter system and the real intellectual labor required to write seminar papers. It is, however, important that students do not carry incomplete grades with them from year to year. They should also understand that the rules governing incompletes do not set aside the requirement of taking the field's exam by the end of the third year (or by the end of the extension period granted by the Chair). We urge students to complete work within a sensible time frame so that they can better engage with the central issues generated from the course and so that faculty can more fairly and substantively evaluate their work. As time passes, neither of these results can be achieved easily. We suggest, therefore, in keeping with the spirit of this philosophy, that students avoid long-term incompletes. As noted on p.16, incompletes can no longer be carried over from one academic year to the next – an automatic 'R' is assigned at the commencement of each new academic year, changing the student's status in the course to that of an auditor. Students must thereafter petition, with support of the Director of Graduate Studies and the Department Chair, to receive credit for the course; otherwise it will not count towards their completed coursework. This policy is not meant to be disciplinary – rather, it is designed so that a student does not progress through the program with incompletes hanging over them from year to year, never being completed.

1. Students who have completed all their coursework or who have only **one** incomplete outstanding at the time of the Spring Graduate Review (typically week 3 of spring quarter) are successfully progressing in the program.
2. Students who have **two or more** incompletes still pending at the time of the summer review (July 31) will have until September 1 to hand in work for all of their incompletes. If this work is evaluated as a pass (B- or better), the student will be considered to be successfully progressing in the program. Students who still have two incompletes remaining at the beginning of autumn quarter need to understand that a quality grade can no longer be received for the course.
3. Academic probation is an internal sanction, and indicates that **one** of those two incompletes must be finished and evaluated as a pass (B- or better) by 11th week of the subsequent autumn quarter. In order for faculty to have enough time to submit a grade, students must submit their work by the beginning of 8th week of autumn quarter.

4. If at least one of the two incompletes is not finished or the work is not evaluated as a pass by the end of 11th week of autumn quarter, the student must take a leave of absence, beginning in winter quarter.
5. Students with more than two incompletes remaining after September 1 will not be allowed to register in the fall and must take a leave of absence, beginning that autumn quarter.
 - Please note that no student may take their Oral Fields Examinations until **all of their coursework is complete**. Conversely, a student holding onto incompletes **does not** constitute an automatic extension of the deadline for taking the field's exam – extensions must be arranged with the Department Chair and the Director of Graduate Studies.

Coursework submitted to fulfill an incomplete must be evaluated as a pass (B- or better) by the relevant faculty member (almost always the instructor of the course). If the instructor is no longer with the University of Chicago, the student should make arrangements for getting the work graded. The faculty instructor can submit the letter grade to the Department Coordinator who will subsequently complete a grade change form with the Registrar's Office. If you have any questions or concerns regarding this policy, please do not hesitate to contact the Chair, Director of Graduate Studies, or Department Coordinator.

- Please note that a consistent record of B range grades (B+ or lower) is ground for review for possible dismissal from the Ph.D. program.

ACADEMIC LEAVE OF ABSENCE

Whenever a student is placed on an academic leave of absence, they may return to the program if and when they have completed all coursework or the requirements specified by the department and the Humanities Division. When these requirements have been met, the student will be eligible to return to the program in the next academic quarter. A student may not remain on leave longer than four (4) quarters. Students who have already taken a full year's leave of absence, but who still have two incomplete grades pending, may still be eligible for one quarter of probation. If they do not submit **all** work by the beginning of 8th week of Autumn Quarter or if the work is deemed below a B-, then their relationship with the Cinema and Media Studies Department will end be forced to end.

The University rules concerning leaves of absence that also pertain to the academic leaves administered under this policy. The University allows graduate students a total of four quarters of leave over their entire graduate career. The rules also specify that while up to four quarters of leave may be taken during the years of Scholastic Residency (that is, the first four years of the program) for academic or medical or personal reasons, thereafter leaves are allowed only for medical reasons, and then only up to the 4-quarter life-time limit.

Academic leaves of absence are not meant to be punitive in spirit, but rather are put into place because of a realistic recognition that a student with three or more incompletes is in no position to register for yet more work. Leaves are granted so that a student may finish the majority of their work **before** registering for more courses or **before** taking fields examinations.

THE ORAL FIELDS EXAMINATIONS

By the end of the third year of the program, each student will take their Oral Fields Examinations. A student must have completed all course work as well as foreign language requirements prior to taking the fields examination. Students who have entered the PhD program with an MA relating to Cinema studies may be able to take their fields earlier. The purposes of this examination are to ascertain a student's readiness to proceed from advanced formal course work to devising a dissertation project, and to insure that a student has sufficient command of several fields to teach and to generate new research projects. Examiners will look for competence in areas (1), (2), (3), and (5) as listed in the Policy Statement (see p. 10).

Students should use the selection and preparation of fields both to focus their knowledge and focus the questions they will be asking when they advance toward the dissertation proposal and to secure their mastery of a sufficiently broad range of material to prepare them for teaching.

The Oral Fields Examination is comprised of three parts – a written exam, a syllabus for an undergraduate course of 10-14 weeks based on one or more field lists, and an oral exam. The student will select an exam committee consisting of three faculty members in the relevant fields in consultation with the DGS. At least two members of the exam committee must be members of the Department of Cinema and Media Studies. Requests to include faculty from other departments in the university on an examining committee can be considered when:

- no faculty member within the Department of Cinema and Media Studies can examine in the proposed field, and
- the student can demonstrate that the field in question is essential to his or her future as a scholar and teacher. (Note: field examiners may be different from the dissertation committee the students will later choose, though there is often overlap)

SCHEDULING THE FIELDS EXAMINATION

All students are expected to take their oral fields exams between their second and third years of the program (second at the absolute earliest, and end of third year at the latest). Students must have completed the requirements regarding coursework as well as the department's foreign language requirements before taking their exams. When these requirements have been fulfilled, and the student is ready to schedule their exams, they should propose an examination date to their committee, and file this request with the Department Coordinator during the quarter preceding the one in which they wish to take field exams. The Department Coordinator will confirm all proposed dates with the committee, and have the Department Chair sign-off on the proposal. Please use the form found in Appendix A for this request.

- Please note that students who need to postpone their field's examinations beyond the end of the third year must petition the Director of Graduate Studies and the Department Chair for a clearly delimited extension. If the student fails to meet the time line of the extension, they can be subject to sanctions entailed by unsatisfactory academic progress.

LISTS

The written section of the field's examinations consists of **three equally weighted** areas of study defined by three field lists, developed in consultation with a student's prospective examiners. These areas will be defined by canonical criteria: genre, period, nationality, movements, etc., but are not prescribed by the faculty. Students will choose their own definitions. In some cases, one of these fields may be defined as a way of tailoring a list to a special research interest. The advisors will supervise the development of the lists to ensure that central texts are not omitted, that the lists cover an appropriate range of materials (including films) and that there is a balance of periods, issues, and scholarship engaged by the student. Each list will include approximately 30 'items', but this number may vary depending on the topic and the input of the faculty advisor. An item is a flexible unit that may be a book, a major article or group of articles, a single one or a group of films – the number and nature of what constitutes an 'item' will be negotiated between advisor and student.

Examples of field lists prepared by current and former graduate students are available from the [CMS Wiki](#) or can be requested from the Department Coordinator, as lists are kept on file in the CMS Office. All lists will only be circulated with the student's permission. While lists from previous exams can give the student a sense of the appropriate range of each field, they **should not be replicated**; on the contrary, generating an equivalent list of one's own is considered a crucial part of the value of the examination. Students are strongly encouraged to discuss the texts on their lists with faculty in the relevant fields and with other students preparing the same or similar fields.

Each list generated by the student must receive the signed approval of the examining faculty member, on a form available from the Department Coordinator. To ensure consistency, this form must also be approved by the Director of Graduate Studies. The DGS will confirm that the student has completed all course requirements (with no incompletes remaining) before signing the form. The signed form and the approved lists should be filed with the Department Coordinator at least 4 weeks before the proposed start date of the written examinations. At that time, the student should inform the Department Coordinator if the approved list may be made available to other students.

THE WRITTEN EXAMS

Essay questions will be prepared by the examining faculty in advance of the written exam date and will include specific instructions regarding appropriate length and format. The written examinations will be administered on three separate days within a two-week time period. The student should determine the date of each examination in consultation with the faculty member for that list. The student will determine the sequence in which the written exam will be administered, specifying which list will comprise the first portion of the exam, which the second, and which the third.

Examiners will submit the questions to the Department Coordinator at noon one business day before the examination is to be administered (thus, Friday at noon for an examination to be administered on Monday morning). At 9:00 a.m. on each of the three agreed-upon examination dates, the Department Coordinator will email the questions for that exam to the student. The student will return the completed essay by 5:00 p.m. **the next day** by email. In the event of technical difficulties (email outages, computer crash, etc.) the concerned parties should communicate by telephone to establish alternative procedures.

The Department Coordinator will provide a phone number prior to the commencement of the written exams. The responses to each question will be distributed to all of the examiners by the Department Coordinator.

By the end of the third written exam, the student will turn in a sample syllabus for a course based upon one or more of the lists to the Department Coordinator. The syllabus should be for a 10 or 14 week undergraduate-level course, and should include an overview of the proposed goals of the course and appropriate assigned readings and screenings. The syllabus is not judged by the committee, but rather functions as the start of a conversation amongst the committee and the student, and shows a practical application of the lists.

THE ORAL EXAM

The faculty committee and the student will meet for an oral exam once the written sections have been completed. At this time, the faculty will have evaluated the written responses, and will have formulated questions regarding the written portion, the student's syllabus, and other aspects of the lists. The faculty committee evaluates the student's field examinations **as a whole**; no partial credit can be given for a mixed performance. If any part of the oral exam is deemed unsatisfactory by the faculty committee, the student must retake that section completely in the presence of the full committee (it must be the same committee, unless a faculty member is out-of-residence during the new date, in which case an appropriate substitution must be found)

The oral exam lasts approximately 90 minutes. After the examination segment and a brief recess for the examiners to confer, the student will return for a concluding discussion with the examiners. Such a discussion will aim to focus the student going forward with their dissertation, including directions to be taken in working towards an effective proposal.

THE DISSERTATION - PROPOSAL TO DEFENSE

The following procedure has been designed to cut through the mystery that tends to surround the production of the proposal, as well as to provide concrete timetables and guidelines for students and advisors alike. Following this procedure should relieve students of some stress, bridge the gap between the field's exams and the dissertation, and, ideally, cut the time to the conferral of the PhD. However, there is always room for negotiating individual variations on these guidelines and timetables.

TOPIC AND COMMITTEE

Students should begin the proposal process by talking with faculty members in their area of specialization about their ideas for a dissertation project and the composition of the dissertation committee. Often these conversations will begin during the preparation of a student's lists for the field examinations, though the student is free to select different faculty for their dissertation committee (just as faculty members are free to decline). As soon as possible after completion of exams, the student should begin / resume these discussions. Students should have selected a topic and secured a committee (or at least a director) **within one quarter of successfully passing the field's examination**. If the student cannot meet this deadline, he or she must submit progress reports to, and continue consulting with, the Director of Graduate Studies. With this exception, the dissertation director will serve as the student's advisor going forwards.

In conversation with potential committee members, the student should take stock of their progress in the program, discussing the outcome of their exams, any dissertation ideas, and other likely readers for the proposal and final dissertation. At these meetings, the student and the committee members should also negotiate:

1. The form of the proposal
2. A timetable for drafting the proposal.

Normally a dissertation committee consists of three faculty members. Students always have the option of seeking additional advice or showing all or portions of their work to other faculty members and asking for their comments, but the committee responsible for directing the dissertation typically should not exceed three. The director of the dissertation **must** be a member of the Department of Cinema and Media Studies. Faculty from other programs—or, in special cases, other universities—may serve as members of the committee, subject to approval by the dissertation director and the Director of Graduate Studies.

- Please note the University of Chicago requires that one member be the specified dissertation director (for reasons of expertise, professional seniority, or personal style), although the dissertation committee may share responsibility among all the readers more or less equally. Dissertation committee members should work out with the student in advance how they wish to proceed (including whether chapters should be submitted to all members simultaneously or to the dissertation director first).

THE WRITTEN PROPOSAL

Most proposals will be brief, ranging from 12-20 pages in length (excluding bibliography), and should accomplish the following:

1. Characterize the topic or problem;
 2. Indicate knowledge of previous work on the topic or problem;
 3. Sketch the proposed methodology;
 4. Suggest what the dissertation will contribute to the field;
 5. Outline the proposed chapters;
 6. Provide a working bibliography
- Please note **these are meant to be guidelines** to give both students and faculty some sense of the general purposes a proposal must serve. A dissertation project that appears extravagant when measured against the standard of these guidelines should be carefully considered by the committee and justified by the student.

THE PROPOSAL CONFERENCE

Ideally, no more than two quarters after passing their Oral Fields Examinations, the student will have an approved proposal. The dissertation committee and the student will schedule a ninety-minute conference to discuss the pre-circulated dissertation proposal. It is important to get a proposal draft read by the individual committee members and revised at least once before scheduling this proposal conference. The Proposal Conference, in addition to approving the dissertation proposal, is intended as an occasion for collective brainstorming and focused advising; it provides an opportunity for the student to meet with the entire committee to discuss the current strengths of the dissertation idea, the areas which need shoring up, further research and writing strategies, and the possible directions the dissertation might take. The proposal conference is also the occasion for all to agree on the procedures to be followed in the submission of – and response to – work to be read. The dissertation committee and the student will sign a form indicating that this conference has been satisfactorily completed. After this conference, and if necessary, the student will revise the proposal for final approval. The student is expected to have an approved proposal **within a month after the conference**, after which paperwork will be filed with the Department Coordinator.

The conference should give the student a better, more focused view of the professional conversation they are entering than what the field's examinations can provide. The proposal conference should provide the student with additional motivation to embark on the dissertation and should help defeat:

1. The let-down that sometimes sets in after the proposal is accepted;
 2. Any sense that the proposal is hewn in stone and must be adhered to by the letter through the remainder of the dissertation.
- Please note that it is essential that students have a compelling and lucid version of the proposal (in addition to one committee-approved chapter) in order to be nominated by the department for a Dissertation Completion Fellowship - see p.34.

BEING IN-CANDIDACY

In most cases, students whose dissertation proposals have been approved should ensure they have completed all other requirements to enter candidacy:

- (1) The required coursework
- (2) The department's foreign language requirement
- (3) Oral Fields Examinations
- (4) Dissertation Proposal

If all of these steps have been fulfilled, the Department Coordinator will recommend the student for admission to candidacy with the Humanities Division. The Dean of Students Office will inform students when they have been formally entered into candidacy – typically around three (3) weeks after departmental paperwork is submitted.

WRITING THE DISSERTATION

Work should be submitted in the manner decided at the proposal conference. While a student should produce **at a minimum one** approved chapter per academic year, it is expected that most students will have **two or more** chapters approved by each member of their dissertation committee per academic year.

- Please note: It is reasonable for readers to return chapter drafts to the student with comments within a month. If for some foreseeable reason they will be unable to do so, they should apprise the student of the delay. The department holds the expectation that the dissertation process – from proposal to defense – be completed in a period of one and a half to two and a half years. This may not always be possible due to individual circumstances; any discussions as to extended timelines should be conducted during the Annual Advisory Meetings (see below)

ANNUAL ADVISORY MEETING

Graduate students who have had their proposals officially approved by their dissertation committee must subsequently schedule at minimum one (1) meeting with their entire dissertation committee **every academic year** of their candidacy. This meeting will address the overall aims and the progress of the dissertation. It is not an exam, but a crucial occasion for constructive advice to be communicated with the student. Through these meetings the aim of the committee is to continue the regular intellectual and professional support provided earlier through classroom contact and advising sessions.

These follow-up meetings can take place any time during the year at the mutual convenience of the student and committee. In most instances, unless otherwise specified by the committee and student, writing of some length will be expected; the student must give the committee at least one (1) month before the meeting date to read any completed work. This meeting can occur through Skype / a conference call if committee member(s) and or the dissertation candidate cannot otherwise participate. The student will bring to the annual meeting the CMS dissertation report on which they will describe they own progress; the committee will then add a few brief remarks and sign the report.

The Department of Cinema and Media Studies considers these annual meetings a crucial component of the Ph.D. program. **If a student does not schedule an annual meeting with the committee they may face academic probation.** In the final year, the dissertation defense will replace the annual advisory meeting. The completed dissertation should be submitted to the dissertation committee at least one (1) month before the scheduled defense.

Students are normally expected to defend their dissertation no later than six (6) academic years after entering their program; if they enter the program with an M.A., this may take place after five (5) academic years. **Timely completion of the dissertation is important for the strong profile it provides on the job market.** Long delays in completing the dissertation can also make it difficult to maintain a coherent and up-to-date project. Delays can also challenge both the student and the committee in their efforts to sustain their engagement in the project. Such difficulties can be compounded because of the financial burdens often incurred during a prolonged period of dissertation-writing, since it becomes increasingly difficult to secure funding / grants / fellowships from the University of Chicago and other institutions after the end of a student's sixth year.

The department nevertheless recognizes that sometimes there are compelling intellectual and personal reasons for a student to take more than six years. After six years, if a student has not defended their dissertation, they must gain written permission from the members of the committee and the Department Chair to extend their study for each additional year in the program. Students in their seventh year and beyond will obtain this permission during the annual dissertation meeting. The CMS dissertation report contains a section where the dissertation committee can approve annual extensions. A student will normally be granted an extension if the student can show reasonable progress and a credible plan for completion of the dissertation and if the faculty advisors remain supportive of the student's candidacy. This procedure is to ensure continued productive commitment on the part of both the candidate and the committee to the dissertation project and its timely completion.

MAKING CHANGES IN THE COMMITTEE

When changes are made in the composition of the dissertation committee after the proposal has been approved by the original committee, the student and committee members must discuss these changes with each other, and notify the Director of Graduate Studies. The decision to add to or subtract from the committee should not be made lightly, especially after the dissertation has begun, though in some cases it may be necessary or desirable. A resigning committee member and the other members of the committee should make every effort to help the student find a replacement where necessary. The CMS Chair should also be notified in writing of any change in the constitution of the committee with the signature of any new committee member signifying his or her willingness to join the student's dissertation committee.

DISSERTATION DEFENSE

The dissertation defense is conducted by a group consisting of the dissertation committee, members of CMS whose field is the same as the student's or is closely related to it, the Department Chair, and the Dean's Representative from another program within the Division of the Humanities. All members of the CMS faculty and CMS graduate student community are allowed to attend dissertation defenses and actively participate in questioning. The examination turns chiefly upon a defense by the student of the method and conclusions of the dissertation and upon a demonstration of general and contextual competence in the field of study and research.

Although meeting the above requirements and writing an acceptable dissertation are the major hurdles for a doctoral student, there are many details to take care of before the student can officially receive the degree. It is essential that students inform themselves of the various deadlines for meeting requirements set by the University and procedures for getting on the convocation list, available in the [Student Manual of University Policies & Regulations](#) as well as the Dissertation Offices [website](#). To be absolutely certain of not missing a step or overlooking a key deadline, any students intending on defending should consult with both the Dissertation Office and the Department Coordinator at least two (2) quarters in advance of their intended graduation.

APPLYING FOR THE DEGREE

Convocation, the University's degree-awarding hooding ceremony, is held once a year during spring quarter. While students can graduate at the end of each quarter, there is only the one ceremony. Students who wish graduate and obtain their degree must submit an application to the Dean of Students Office by the end of week 1 in the quarter they wish to graduate; late applications will not be considered by the Dean of Students Office. Students may submit the degree application online by visiting myuchicago.edu

The department suggests that students inform their dissertation committee, the Department Chair, and the Department Coordinator of their intention to graduate two (2) quarters in advance so that everyone is in communication about meeting required deadlines. If a student decides to withdraw the application for a degree after the deadline date of submission, whether they are unable to fulfill requirements or unable to submit the dissertation, a fee will be charged to the student's account by the Dean of Students Office. The current fee is \$50.

GRADUATE TEACHING

The teaching obligations of a student's fellowship are integral to preparing them for the world of professional academia; most importantly, they enable students to learn how to teach before they start their professional careers, and provide a vital opportunity for increasing a student's prospects when they enter the job market. Teaching in the department, whether as a CA or a freestanding lectureship, counts toward the fulfillment of these obligations. Teaching **outside of the department** - in the writing program, in the College Core, or as a MAPH CA or preceptor - does not fulfill any departmental obligations. However, teaching outside the department is counted toward GAI Fellowship obligations. Should students have additional questions or concerns, please do not hesitate to contact the Chair, the DGS, or the Department Coordinator.

GUIDELINES FOR FACULTY INSTRUCTORS AND COURSE ASSISTANTS

The Department of Cinema and Media Studies sees its program of course assistantships as one in which graduate students become an integral part of undergraduate instruction while acquiring pedagogical, collegial, and other professional experience. The general policy is as follows: The course assistant (CA) can expect to both acquire experience in planning and conducting a course, as well as receive guidance and ongoing supervision from the faculty instructor as they lead classes and grade papers. The faculty instructor can expect assistance in the workload of instructing / executing a course.

Faculty should remember that few CAs are experienced teachers; **some have never taught before**. The CA should be recognized as the students' instructor in at least some aspects of the course and given some opportunity for independent teaching. It is also important that the faculty member be available to advise the CA in order to improve their teaching skills and deal with problems as they arise.

At the end of the quarter, the faculty instructor will write up a summary comment regarding the CA's teaching, giving one copy to the student and one to the Department Coordinator to place in the student's file.

RESPONSIBILITIES OF COURSE ASSISTANTS

The faculty instructor is responsible for both the goals and the contents of the course, as well as for the final grades. The responsibilities of the course assistant will vary according to the kind of course to which they are appointed. In some courses, the course assistant leads a weekly discussion section throughout the quarter, consults with those students about their written work, comments on their papers, and suggests grades. In courses where the class does not meet in sections, the course assistant leads one or more class sessions during the quarter, and in some cases offers optional discussion sessions. The course assistant shares with the faculty instructor the responsibility of advising students, reading and commenting on student papers, and suggesting grades. **In all relevant instructional situations, the course assistant should be accorded the respect owed to a colleague by the faculty instructor.**

COURSE ASSISTANTS AND FACULTY INSTRUCTORS

The faculty instructor is responsible for securing examination copies of all course texts for each CA in their course. Faculty instructors and CAs meet at least once prior to the beginning of the course to discuss the course's direction, the syllabus, writing assignments, exams (if any), timetables for handing in and grading work, criteria for evaluating and providing feedback for student work, an internal policy on late papers and incompletes, teaching a stand-alone section or stipulated number of classes, and holding office hours. Also the CA's pedagogical role in the course should be determined.

- In regards to commenting on papers - the CA comments on the papers of students in their section; if the class does not meet in sections, the CA may comment on all the papers or share that task with the faculty instructor. Whether or not the faculty instructor puts comments on the papers, they are expected to review the graded papers and the CA's comments. The faculty instructor is also expected to meet with each course assistant to discuss these comments. **Only in exceptional circumstances will the faculty instructor ask that comments be deleted or revised** - the faculty instructor should advise the CA of any changes to or deletions of comments.
- In regards to grading papers - the CA **suggests** grades for the papers they read. The faculty instructor should consult with the CA about grades for each student but is solely responsible for assigning them.

Faculty instructors are encouraged to allow CAs some autonomy in selecting the texts and devising agendas for discussions that they lead in a course. That being said, these selections should be consistent with the aims of the course and be materials that are available. During the quarter a course is taught, the CA and faculty instructor will meet at least once (more often if the CA is teaching a stand-alone section) to discuss the shared perception of how the course / sections are going, the successes / problems that either have noticed in regards to instruction, materials, assignments, particular students, etc. Such occasions are opportunities for faculty instructors to provide guidance and advice to the CA as at the beginning of their teaching career; the CA will benefit most if such conversations are both open and full.

GRADUATE AID INITIATIVE FELLOWSHIPS

Students in their first five years of the program have Graduate Aid Initiative Fellowships (GAI) - this fellowship package has a different set of teaching obligations than the previous Century Fellowships no longer offered by the University of Chicago. Students who enter the program with a GAI fellowship fulfill their teaching obligations based on a point system. These students must teach classes that equal five "points" during the five years of their GAI fellowship. On the point scale, each CA position is worth one point, and each lectureship position is worth two points. Students on GAI Fellowships might end up teaching, at a minimum, either

1. Three (3) CA positions and one (1) lectureship position or
2. One (1) CA position and two (2) lectureship positions.

It is highly unlikely that a student would teach five times as a CA. The department attempts to ensure that students teach at least one freestanding course as preparation for the academic job market.

GAI Teaching Fellows usually hold teaching positions during the third, fourth, and fifth years of scholastic residency. They will most often receive one CA position their third year, and their stipend that year will be reduced by the standard CA salary of \$3000, which will be paid-out as a teaching salary. In

years four and five, a students' teaching schedule, as well as the type and amount of classes they teach, will vary depending upon the needs and availability of the Cinema and Media Studies Department. That being said, **all stipends** are reduced by standard CA / Lecturer salaries (\$3000 - \$6000) in each year, as this process is automatic and carried out by the Dean of Students Office. Any changes in the standardized teaching plan must be brought to the attention of the Dean of Student's Office so adjustments can be made accordingly.

The following chart is an example of the stipend payments for student's holdings GAI Teaching Fellowships. This scenario of payouts is based off a GAI Fellowship of \$27000 per annum:

Standard / Expected Teaching Schedule (1 CA position Year 3, 2 CA positions in Years 4 and 5)								
	Autumn Quarter		Winter Quarter		Spring Quarter		Summer	TOTAL
	Stipend	Teaching	Stipend	Teaching	Stipend	Teaching	Stipend	
Year 1	\$8000	\$ -	\$8000	\$ -	\$8000	\$ -	\$3000	\$27000
Year 2	\$8000	\$ -	\$8000	\$ -	\$8000	\$ -	\$3000	\$27000
Year 3	\$7000	\$ -	\$7000	\$3000	\$7000	\$ -	\$3000	\$27000
Year 4	\$6000	\$3000	\$6000	\$ -	\$6000	\$3000	\$3000 *	\$27000
Year 5	\$6000	\$ -	\$6000	\$3000	\$6000	\$3000	\$ -	\$24000
Year 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*student status must be 'In-Candidacy' (ABD) to receive their 4th summer stipend.

Each student should begin consulting with the DGS during their second year about what their teaching obligations will be, as forms will be sent around during Spring Quarter each year as to where the student's interest lies, as well as to give the Department Coordinator an update about the teaching obligations the student has fulfilled. Desired CA positions cannot be guaranteed; based upon the needs of the Department, a student may receive a different CA position than what they requested. Please note: students should include additional information with the form, such as whether they are unable to teach during specific quarters - if nothing is specified on the form, the department will place there student as needed in Autumn, Winter, or Spring.

'BANKING' TEACHING REQUIREMENTS

With approval of the CMS Department, some students may arrange to defer all or part of their teaching service until later than usual. Alternatively, they may satisfy their teaching obligations ahead of schedule and, as a result, be paid their teaching salary in advance of any adjustments being made to their stipends. In the former scenario, the student should know that delaying teaching obligations will result in diminished pay during the year teaching is supposed to occur. In the latter scenario, the individual student should set aside (or 'bank') any salary they will need to supplement a diminished stipend in subsequent years. The Division and the College have no way of performing such 'banking' on the institutional side. Further, students may not stipulate which teaching does and does not count toward their obligations and so should assume that **any** teaching they do in the department curriculum - including teaching done ahead of schedule - will be counted toward the service obligation until the GAI obligation is fulfilled. Any teaching that students do that exceeds the service obligation will come to them as additional salary.

POLICY ON GRADUATE STUDENT LECTURERS

Students are encouraged to confer with their advisors or other faculty before submitting a proposed course to the College. After a course has been assigned, a request to be assigned a mentor can be made to aid in preparation for the course. The Director of Undergraduate Studies will assign another member of the faculty to evaluate the course once it is underway. Said faculty member is encouraged to follow the suggestions contained in Appendix D (p.43) when conducting the classroom visit and writing a formal evaluation of instruction.

OTHER TEACHING OPPORTUNITIES

There are opportunities for advanced graduate students (students outside of their scholastic years of the program) to teach for compensation in the College. Positions within the department include course assistantships in a variety of courses, including survey courses; lecturer positions teaching freestanding undergraduate courses; and BA thesis supervising. Announcements of teaching positions in the department are circulated once classes for the following year are determined in spring quarter. Inquiries concerning the positions in the department should be directed to the Department Coordinator. The resulting relationship between faculty instructors and course assistants is outlined at the bottom of this page.

- Students normally cannot teach within the department if they have more than one outstanding incomplete at the time of their teaching appointment.

Other teaching positions within the University include lectureships in the writing program; internships in the Humanities Common Core; tutoring jobs (in which graduate students work with students in the residence halls, or with students whose first language is not English); and positions such as preceptors for the Master of the Arts Program in the Humanities (MAPH). Inquiries concerning lectureships, internships, and tutoring positions should be sent to [Larry McEnerney](#), Director of the Writing Program. Any student interested in a preceptor position in MAPH should get into contact with [Maren Robinson](#), Associate Director of MAPH.

Students should check e-mails from various department listservs (cms-phd, cinegrad) and the Department Coordinator, bulletin boards, and mailboxes carefully for announcements with details of eligibility, application procedures, and deadlines for teaching positions. Students may also wish to explore teaching opportunities at other Chicago-area institutions.

The Chicago Center for Teaching (<http://teaching.uchicago.edu>) offers a number of excellent one-day programs throughout the year on various topics (examples include leading discussion, preparing syllabi, and grading). The Center also sponsors an annual two-day training session of lectures and workshops in late September - usually during registration week - specifically intended to prepare students who will be teaching at the University for the first time. Students are expected to attend the September sessions **before they begin teaching for the first time** (first year students are not expected to attend since they will not be teaching during their first year). For students who are interested, the Center offers a Teaching Certificate that can be useful when applying for future jobs.

OTHER ASPECTS OF THE PH.D. PROGRAM

GRADUATE STUDENT REPRESENTATIVES

Graduate students elect two student representatives whose primary function is to serve as a liaison between the faculty and students. These representatives ensure communication about policy matters, curricular planning, and faculty searches, and help create an atmosphere of transparency in matters of funding, standards of academic progress and degree completion, and other matters of student life. The easiest point of contact for the Graduate Student Rep is the Department Coordinator in Classics 304 – make use of this resource!

The Graduate Student Reps are also the Departments representatives to the Humanities Division Graduate Student Council (HDGSC), and are responsible for planning and requesting funding for social events throughout the year. At the beginning of each quarter, when a budget is drafted and approved, please submit this information to the Department Coordinator.

CINEMA AND MEDIA STUDIES TRAVEL GRANTS

Twice a year the Department of Cinema and Media Studies offers grants to students for expenses incurred for research-related travel to archives and specialized festivals and to support attendance at scholarly conferences in which the applicant is delivering a paper. Students up to and including their 6th year are eligible to apply. Students past their 6th year must submit a time-table for the completion of their dissertation as well as a brief letter from their dissertation director confirming that the student is in the finishing stretch. Grants will be awarded on the basis of both the merit of the application and particular project and evidence of satisfactory academic progress in the program.

Applications are due in November and May (exact due dates will be communicated by Department Coordinator prior to each) for travel in the periods following these deadlines. Applications should include a description of the research project, conference lecture, and rationale for attending a specialized festival, as well as a budget. PDF copies of receipts should be submitted with all other documentation to the Department Coordinator via email. Students should also submit a Student Certification for Business Related Travel Reimbursement (available on the CMS Wiki). A reimbursement check cannot be processed without this form.

- Please note it is expected that students on GAI fellowships use the travel funds available to them through their fellowship first and, for costlier travel, include these amounts in their application. There are also limited research funds available through The Division of Humanities, dissertation proposal development grants, and other sources on or off campus. It is recommended that students apply simultaneously for the CMS travel grant and for other grants; in case of success, they are expected to inform the department of the amount of the award.

DISSERTATION COMPLETION FELLOWSHIPS

Fellowships for support during the dissertation year (tuition coverage plus stipend) are offered each year from a variety of divisional and university sources. Calls for applications for these ‘dissertation-year fellowships’ are circulated throughout the year, and application deadlines vary, though the deadlines for the main divisional fellowships are in Winter quarter. Typically, the Cinema and Media Studies Department will ask for application materials to be submitted internally at the end of February so that all materials for the CMS nominees can be properly arranged before the Humanities Division deadline.

Students should carefully follow the instructions on fellowship calls for applications, and address any questions directly to the Department Coordinator. The student thinking of applying should be prepared to have a dissertation proposal a completed chapter of their dissertation approved by their dissertation committee, along with two letters of recommendation from the committee. Students must also have already been placed ‘In-Candidacy’ (all-but-dissertation). Students are usually eligible to apply during their fifth, sixth, or seventh year of residency; the majority of fellowships are made available for students who are applying in their fifth or sixth year. Further information about available fellowships and other sources of funding can be found on the Office of Graduate Affairs website,

http://grad.uchicago.edu/fellowships_funding.

JOB PLACEMENT

During spring quarter, all students considering going on the job market the following autumn are urged to consult with their dissertation committee and the Director of the Placement Committee for assistance in preparing CVs and letters of application, as well as in preparing for interviews and job talks. The CMS Placement Committee is an excellent resource for advice, guidance, as well as for arranging mock job-talks. If a student is unaware of which faculty members are currently serving on this, they should contact the Department Coordinator.

UChicagoGRAD provides graduate students with help through [Career Development](#) to learn about preparing for the job market, Global Impact internships, advising, and the Academic Exchange Program. The Professional Advancement and Training for Humanities Scholars ([PATHS](#)) is another resource open to graduate students, funded by the National Endowment for the Humanities to prepare doctoral students for careers in academia, industry, nonprofits, and government. PATHS coordinates a number of funded internships in students’ areas of interest and offers professionalization support. See grad.uchicago.edu for more information.

STUDENT DIRECTORIES / STUDENT MAIL

A directory listing all registered graduate students in CMS with phone numbers and email addresses is prepared shortly after the beginning of autumn quarter and is available on the [CMS Wiki](#). Students should inform the Department Coordinator of any changes or corrections during the academic year. Students who **do not wish** to have their address and/or phone number listed in the directory should contact the Department Coordinator.

- Students should keep their contact information updated on my.uchicago.edu as well. Central University offices use that information on this site to contact students with official correspondence, so it is essential that it is accurate. The address listed on my.uchicago.edu is also where all checks issued by the University

will be sent. Graduate students have mailboxes located in Classics 311 (CMS Department Mailroom); students should check those boxes frequently for correspondence with faculty / department.

BULLETIN BOARDS

Bulletin boards in the Film Studies Center on the 3rd floor of Cobb and outside the CMS office are used for administrative notices to students. Also posted are outside notices such as calls for papers, teaching job advertisements, and announcements for talks, symposia, workshops, and fellowship and writing competitions. Students should check the bulletin boards frequently. **These announcements are also circulated by email.**

FACULTY DIRECTORIES / FACULTY MAIL

Each year, a directory of faculty office locations, mailboxes, and e-mail addresses is distributed to students. On-line profiles showing the academic specialty and works in progress for each faculty member in the department are updated yearly and are available on the CMS web site. A list of faculty office hours is posted at the beginning of each quarter on the [CMS Wiki](#) although many faculty prefer students to contact them directly to set up meetings.

Most CMS Faculty have mailboxes in the CMS Department mailroom, located in CL 311. If a faculty member needs to be alerted to the mail being dropped off for them (i.e. submitted papers, requested items, completed forms) please hand documents in the Department Coordinator or Department Assistant in Classics 304. Some faculty also have mailboxes in departments in which they have joint appointments. Please check their preferred location for receiving mail and papers prior to handing anything over to Department Coordinator.

LOCAL TRAVEL

CAMPUS BUSES: Your UChicago ID Card allows you free service on Campus UGo Daytime and UGo Nighttime Shuttles. The *TransLoc* app (available in Android and iPhone) will show you the locations of UGo Daytime and Nighttime shuttles as well as CTA buses 171 and 172.

CTA BUSES: Your UChicago ID also allows for free service on CTA buses 172 and 171, which run between campus and the northern parts of Hyde Park. Information about travel throughout Hyde Park and around Chicago is available to you at <http://safety-security.uchicago.edu> - schedules for bus service in Hyde Park and South Shore are also posted throughout campus.

METRA: There are three (3) Metra Stations within Hyde Park - 51st/53rd St. Station, 55th/56th/57th St. Station, and 59th St. Station which run along the Metra Electric District (ME). Trains can be taken either south to University Park or north towards the Loop.

STUDENT HEALTH AND SAFETY

Student Health Care Services (<http://healthcare.uchicago.edu>) is located at 860 E 59th St, Suite R-100 (Goldblatt Pavillion Entrance), and sees students **by appointment only**. Call (773) 702-4156 to make an appointment; clinic hours vary, but the clinic is open from Monday to Thursday 8:00AM to 6:00PM, Friday 8:00AM to 5:00PM, and Saturday 9:00AM to 1:00PM – all listed hours are for Autumn, Winter, and Spring Quarters.

If you are in need of services when the clinic is closed, please contact the Nurse Advice Line (773) 702-4156 and follow the prompts to connect with a nurse.

Emergency Services: These services (including trip to the ER) are not covered in your Student Life Fee – ER Services will be charged to you and your personal insurance. Inform staff upon admittance that you are a student, and ensure that you take your student ID and insurance card with you.

Student Counselling Services (<https://wellness.uchicago.edu/page/counseling-scs>) is located at 5555 S. Woodlawn Ave and is open from 8:30AM to 5:00PM Monday through Friday. Students seeking services for the first time will be scheduled for an intake evaluation to determine the type / level of treatment which would be most helpful.

Emergency Services: In a crisis, cases are handled immediately; there is no need to make an appointment. If you are having a crisis outside of clinic hours and need to speak with someone urgently, call (773) 702-9800 or walk in to the Student Counselling building at 5555 S. Woodlawn Ave. At all times there is a staff member on-call to assist you.

All services provided at Student Counselling Services are confidential and information you share will not be released to anyone without your expressed written consent.

SAFETY AND SECURITY

The University of Chicago makes available a guide to safe urban living; the site also contains information on safely travelling within Hyde Park and beyond, security issues, dealing with sexual assault, drug and alcohol policies on campus, and important phone numbers – <http://commonsense.uchicago.edu>. If you are in immediate danger, dial ‘123’ from any campus phone, find an emergency phone and press the blue button, or dial ‘911’ from your personal phone.

RESOURCES

THE FILM STUDIES CENTER

The [Film Studies Center](#) - located on the 3rd floor of Cobb Hall (5845 S. Ellis Ave) - is a comprehensive support center for the Department of Cinema and Media Studies, providing an ideal space for students and faculty to explore film and a variety of other media. Since its establishment in 1992, the FSC has played a vital role in fostering serious interdisciplinary film scholarship. In the FSC, students can pursue their inquiries into the history, criticism, and theory of film.

FSC FACILITIES AND SERVICES

The FSC facilities include an auditorium and seminar room used for film classes and screenings, both equipped with state-of-the-art projection equipment for 16mm film, slides, laserdiscs, and a variety of video formats: commercial, professional and international. The auditorium also supports 35mm film projection. Large-screen video projection makes it possible to show films in any format to a large number of students at once, and allows the teacher to engage with students in a close analysis of film texts during screenings.

In addition to the equipment for communal viewings, the FSC has an individual viewing and research area with a video checkout and a variety of video and 16mm film playback equipment, as well as DVD and laserdisc players; a temperature and humidity controlled vault for the 16mm and 35mm film collections; and a technical workroom for the inspection and repair of archival film materials. The FSC shows over 800 film and video titles each year for classes, workshops, conferences and special events. FSC staff maintain a computerized catalogs of the film, video and disc collections in their library, and can create printed search aids sorted on a number of access points (filmmaker, country of production, etc.) relevant to a student's film research.

The Film Studies Center also houses the [Gerald Mast Film Archive](#), which holds the growing collections of over 8,000 film, video and disc titles (including feature films, experimental cinema, silent film, classic Hollywood cinema, documentary, European art cinema, video art, international cinema, etc.) available for teaching, study and research purposes. The FSC makes every film shown in class available on video, DVD, or laserdisc in the Individual Viewing Area to provide individual access to the films and to protect the archival film materials from overuse.

OTHER CINEMA-RELATED UNIVERSITY RESOURCES

- [Black Film Research Online](#): A resource guide for the study of Black film culture, produced and maintained by Prof. Jacqueline Stewart.
- The Center for the Study of Gender and Sexuality ([CSGS](#))
- The Center for the Study of Race, Politics and Culture ([CSRPC](#))
- The Center for East Asian Studies Film Library ([CEAS](#)): "One of the largest East Asian film collections in the United States, comprising over 7000 titles from China, Japan, and Korea."
- [Doc Films](#): The oldest student-run film society in the United States - in operation since 1932, Doc Films shows films nightly at the Max Palevsky Theater in Ida Noyes Hall.
- [Fire Escape Films](#): The student filmmaking group at the University of Chicago.

- [The Joseph Regenstein Library](#): Selected references and resources for Cinema and Media Studies.
- [The Renaissance Society](#): Housed in Cobb Hall, the Renaissance Society is one of the finest resources for contemporary art.

OFF-CAMPUS CINEMA-RELATED RESOURCES

- [Block Cinema](#), a collaboration of the School of Communication at Northwestern University, the Mary and Leigh Block Museum of Art, and the student-run Film and Projection Society, screens classic and contemporary films in the Museum's state-of-the-art Pick-Laudati Auditorium.
- [Chicago Film Archives](#): A regional film archive “dedicated to identifying, collecting, preserving, and providing access to films that represent the Midwest.”
- [Chicago Filmmakers](#): Independent avant-garde film and video screenings throughout the year.
- [Gene Siskel Film Center](#): The Film Center selects and presents significant world cinema in a non-commercial context that sets aesthetic, critical, and entertainment standards.
- [Stony Island Arts Bank](#): A "hybrid gallery, media archive, library, and community center – and a home for Rebuild’s archives and collections... the radically restored building serves as a space for neighborhood residents to preserve, access, reimagine, and share their heritage.”
 - [Black Cinema House](#): Operated out of the Stony Island Arts Bank, BCH "hosts screenings and discussions of films by and about Black people and the issues shaping our lives."
- [Video Data Bank](#): Operated out of the School of the Art Institute of Chicago, the Video Data Bank is “a leading resource in the United States for video by and about contemporary artists. The VDB’s collection has grown to include the work of more than 600 artists and 6000 video art titles.”

APPENDIX A: *Field's Examination Approval Form*



THE UNIVERSITY OF
CHICAGO

**Department of Cinema
and Media Studies**

FIELD'S EXAMINATION APPROVAL FORM

Prior to scheduling your exam, you should consult with the Director of Graduate Studies.

At least four weeks before your scheduled exam, please return this completed form, along with a copy (e-mail is acceptable) of your approved lists to the CMS office, Classics 304.

Student: _____

E-mail: _____ Date: _____

Proposed Date / Time of Written Exams: _____

Proposed Date / Time of Oral Exam: _____

Field I: _____

Advisor: _____

Signature: _____ Date: _____

Field II: _____

Advisor: _____

Signature: _____ Date: _____

Field III: _____

Advisor: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Director of Graduate Studies

<i>For office use only:</i>	
Chair:	_____
Oral Exam Date:	_____
Time:	_____ Location: _____

APPENDIX B: *Dissertation Proposal Conference – Approval Form*

THE UNIVERSITY OF
CHICAGO

**Department of Cinema
and Media Studies**

DISSERTATION PROPOSAL CONFERENCE – APPROVAL FORM

Prior to scheduling your proposal conference with your committee, you should discuss requirements of the proposal conference with your Committee Chair and the Department Coordinator. Please return this completed form the CMS office, Classics 304.

Student: _____

Signature: _____ Date: _____

Proposed Conference Date / Time: _____

Committee Chair: _____

Signature: _____ Date: _____

Committee Reader: _____

Signature: _____ Date: _____

Committee Reader: _____

Signature: _____ Date: _____

For office use only:

Chair: _____

Proposal Conference Date: _____

Time: _____ Location: _____

APPENDIX C: *Dissertation Progress Report*

THE UNIVERSITY OF
CHICAGO

**Department of Cinema
and Media Studies**

CMS DISSERTATION PROGRESS REPORT

Please return completed report to the CMS Office, Classics 304.

Name: _____

PART I (to be completed by the student): Please describe what progress you have made towards the completion of your dissertation during the past academic year. If you are in year seven (or six, as appropriate) and are requesting permission for an annual extension, please also include a credible timetable for the completion of your dissertation.

Student signature: _____ Date: _____

PART II (to be completed by dissertation supervisor):

This student is is not making satisfactory progress.

ANNUAL EXTENSION REQUEST

This student's request for an annual extension has has not been approved.

Comments:

Supervisor: _____

Supervisor signature: _____ Date: _____

APPENDIX D: *Annual Advisory Meeting Form*

THE UNIVERSITY OF
CHICAGO

**Department of Cinema
and Media Studies**

ANNUAL ADVISORY MEETING FORM

Please return this completed form to the CMS Office, Classics 304

Date of Annual Advisory Meeting: _____

Did all committee members attend (mandatory)? _____

Is this student's progress satisfactory? ___ Yes ___ No

Student's Name:	Student's Signature:
Comments:	

Committee Member's Name:	Committee Member's Signature:
Comments:	

Committee Member's Name:	Committee Member's Signature:
Comments:	

Committee Member's Name:	Committee Member's Signature:
Comments:	

Annual Extension Beyond Year Six (Five), If Applicable:

Extension Approved: ___ Yes ___ No

APPENDIX E: Policy on Graduate Student Teaching Evaluation

GRADUATE STUDENT TEACHING EVALUATIONS

Written evaluations by faculty of a graduate student's teaching are an essential part of any graduate student's file and help him or her to compile a teaching dossier when applying for academic positions. The following points can be helpful as notes towards a "narrative" evaluation of graduate student teaching. This outline applies differently to different classes as structures vary greatly within the department. Aspects that are emphasized in the organization of the course (CA discussion groups, standalone courses, etc.) can be elaborated upon when faculty instructors are addressing a student's teaching skills in letters of recommendation for graduates on the job market.

****Please note:** verbal feedback to students is most effective if offered immediately or very soon after the class visit – immediate feedback also allows the student to adjust their execution while the course is still in session.

FACULTY INSTRUCTORS CONDUCTING CLASSROOM VISITS

- Faculty Instructors should sit in the back of the room but among students.
- Faculty Instructors should not participate in the class – no suggestions, questions, or comments

FACULTY INSTRUCTORS CONDUCTING WRITTEN EVALUATIONS

The faculty instructor should indicate the following:

- Introductory information:
 - The type of class the student instructor is in (discussion, standalone, etc.); the length of the session
 - The quarter / part of the quarter
 - The number of students enrolled, the level (undergraduate only / mixed level) what part of the quarter
- Does instructor start and finish on time?
- Does instructor speak clearly and with voice modulation?
- Does instructor make eye contact? Are they engaging with students, noticing and encouraging questions while being attentive to difficulties?
- The general class structure/organization: is lecture/introduction followed by questions, or is entire session discussion-based?
- Evaluate the discussion triggers/questions: are they abstract, too specific with little room for variations in response, or presented in an order that allows for well-paced development of the discussion?
- Do students seem to be engaged and focused?
- How are problematic or wrong answers / responses / observations by students handled by the student instructor? How are quiet students engaged and how are the very vocal ones handled?
- Please comment on the handling of the AV equipment / interlacing of PowerPoint/images/clips.