

FACULTY OF ARTS and HUMANITIES

DEPARTMENT OF FILM STUDIES

INFORMATION FOR ALL STUDENTS IN A FILM STUDIES COURSE-FALL/WINTER 2011-2012

1. TERM WORK

The instructor will provide an explanation of the nature of the term work to students in printed form within the first three weeks of the term. *This regulation does not preclude the administration of surprise assignments and quizzes, as long as the approximate number, frequency, and value of such assignments is specified in the course outline.*

2. ASSIGNMENTS

With permission of the instructor, a student may rewrite one assignment to improve a mark. The rewritten version must be submitted to the instructor no later than two weeks after the original assignment has been returned by the instructor; the maximum mark a rewritten essay may receive is 65% (C).

In half courses, no more than 2,500 words of written work (excluding tests and excluding the final examination mandated by Senate Regulation in Distance Studies) will be required. Submitting the same material in two different courses requires permission in advance from both instructors. Without such permission, the result will be a zero for the material which is submitted the second time.

Students should keep copies of assignments. Do not put assignments under office doors. The drop-box for assignments in Film Studies courses is outside the Film Studies Department Office, Room 79, University College. **All assignments must have the course name, section and instructor's name listed on the front of the assignment. FAXED ASSIGNMENTS WILL NOT BE ACCEPTED.**

Students will be informed of their final grades when their final assignments are returned.

3. FINAL EXAMINATIONS

The examination may take a variety of forms. Students will be informed of the format of the final examination. In courses with more than one section, the final examination *may* be common to all sections, but instructors have the option of setting individual examination. In courses not having final examinations (400-level seminars and some others), excessive absenteeism may be considered just cause for failure in the course. In all other courses, attendance regulations will be applied as specified in the university calendar.

4. ATTENDANCE

The 2011-2012 U.W.O. Calendar contains the following regulation regarding examinations:

"Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course, will be reported to the Dean (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean, the student will be debarred from taking the regular examination in the course" (p. 35).

This statement applies to students who are being debarred for chronic absence from class. It is the instructor's responsibility to ensure that due warning has been received by the student.

5. SPECIAL EXAMINATIONS, INCOMPLETE STANDING, OR AEGROTAT STANDING

All requests must be initiated with a form from the Office of the Dean of the student's faculty and will require the approval and signatures of the instructor and the Chair of Film Studies. Arrangements for Special Examinations must be made **BEFORE** the beginning of the final examination period.

6. OFFICE HOURS

Each instructor must post office hours (three hours per week) on the relevant office door. Students may consult their instructors at other times by appointment. Students who wish specific information about the nature and policies of a course in which they are or will be enrolled are encouraged to consult with the instructor or the Film Studies Office.

7. REQUESTS for ACADEMIC RELIEF and COMPLAINTS

(See current U.W.O. Calendar for University regulations.)

a. Complaint: If students have a complaint concerning a course in which they are enrolled, they must discuss the matter with the instructor of the course. If students are not satisfied, they should take the complaint to the Film Studies Office, University College, Room 79.

b. Requests for Exemption: Students who make a **request for exemption** from a University Regulation must address the request in writing to the Office of the Dean of the Faculty in which they are registered.

c. Requests for a Change in Grade: These procedures apply to courses in Film Studies. Students may request academic relief with respect to grades on essays, tests, or final examinations (if applicable). Unless there is a procedural irregularity, relief cannot be adjudicated for other matters such as participation grades. The first stage is discussion with the instructor of the course; the appeal must be made within three weeks of the date on which the assignment was returned.

A request for relief is to be made in writing to the Film Studies Department, University College 80 using the form available from that office. **A request cannot be lodged without grounds**, which may include questions of fairness or appropriateness of general grading practices.

The Chair of Film Studies will contact the instructor in order to ensure that a full discussion of the matter has taken place at the level of the instructor and the student. The student must discuss the material in some detail with the instructor. The absence of a response from the instructor within two weeks, subject to the reasonable availability of the instructor, will be taken as agreement that jurisdiction in the matter has moved to the Film Studies Department. Once the Film Studies Department takes jurisdiction in a request for relief, it cannot return to the instructor.

The Chair of Film Studies will consider the grounds given, and may make a ruling on the request or arrange to have the submission re-read confidentially by another instructor who taught the course during the current year or in recent years, but who is not the student's instructor. The student must submit the original work, but should also

submit a clean copy for the second reader. The instructor should provide the original assignment. If the grade assigned by the second reader differs from that given by the student's instructor, the Chair of Film Studies will discuss the grade with both readers. A grade on which any two of these three people (the instructor, the second reader and the Chair of Film Studies) agree will become the final grade for the assignment.

Deadlines for requests for academic relief against a final grade in a course are as follows: January marks: January 31st; April/May marks: June 30th; Intersession marks: July 31st; Summer Evening marks: August 31st; Summer Day marks: September 15th. A request for a change in grade will have one of three results: the grade may stand, or be raised, or be lowered. If students wish to proceed in their request for academic relief beyond this point, they should apply in writing to the Dean of the Faculty of Arts and Humanities, University College, Room 112.

8. PLAGIARISM (See current U.W.O. Calendar)

Plagiarism (the unacknowledged use of another person's work) is one of the most serious academic offences, since it involves fraud and misrepresentation. In plagiarizing, one is in effect claiming another person's words or ideas or data as one's own work, and thus misrepresenting material subject to academic evaluation. It is necessary, therefore, that plagiarism carry appropriate penalties. These are within the discretion of the instructor in consultation with the Chair of Film Studies, but may include a grade of zero on the assignment without the privilege of resubmitting it or failure of the course.

THE SERIOUS OFFENCE OF PLAGIARISM CAN HAVE ADDITIONAL CONSEQUENCES AT THE FACULTY LEVEL.

Instructors must report instances of plagiarism to the Chair of the Film Studies, who will report the infraction to the Office of the Dean of Faculty of Arts and Humanities.

Students must acknowledge each printed or electronic source (including study guides such as *Cole's Notes* and Internet materials) by author, title, date and place of publication, and page number if: (a) they quote from it directly; (b) they paraphrase its ideas; (c) they are conscious of any influence its ideas may have had on their own work. Every source (including websites) that students have consulted (whether they refer to it directly or not) must be included in a bibliography (Works Cited). Some instructors may require that students provide copies of material downloaded from the Internet.

It is not always possible to identify the sources of inspiration of one's own ideas with total accuracy. A reasonable and conscientious effort is all that is required. However, it is entirely the student's responsibility to be aware of the nature of plagiarism. If students have any questions about plagiarism, they should ask their instructor. If students have any doubts about the documentation of their own essays, they should see the instructor before the essays are due. Information about correct forms of documentation may be found in *The Bedford Handbook* or the *MLA HANDBOOK For Writers of Research Papers* (New York: Modern Language Association, 1999), available in the Reference section at Weldon (LB 2369.M57).

Students found to have submitted the work of another person as their own work will automatically fail the course. Any students who know their own work has been used improperly have a responsibility to inform the Film Studies Department of that fact; otherwise, they will be

considered collaborators.

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Counselling: appointments preferred.

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