

The University of Iowa

COLLEGE OF LIBERAL ARTS & SCIENCES

Cinematic Arts

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Graduate Student Handbook

2025-2026

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The University of Iowa

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INTRODUCTION

This handbook is the official guide to the policies and procedures that structure graduate study and graduate teaching appointments in the Department of Cinematic Arts at the University of Iowa. All students are responsible for making certain that the various deadlines, requirements, and policies described here are met. You should talk with your advisor if you are unclear about what something means. If your advisor is unable to answer your questions, ask the DGS. If clarity is still needed, contact the DEO. The Graduate College is the next authority in the chain of command with respect to policies that structure graduate study at UI.

GENERAL GUIDELINES FOR GRADUATE STUDIES

Local Resources: A new student's first semester in Iowa City and at the University of Iowa is an ideal time to discover the various opportunities offered by this extremely rich intellectual and artistic community. These include not only courses in a wide spectrum of departments, but also academic lectures and discussions, campus art events, or off-campus opportunities. Please also see the Graduate College website for more information about employment standards and campus resources (<https://grad.uiowa.edu/funding/graduate-student-employment-standards>).

Lectures and Special Events: The department regularly sponsors lectures and screenings by local and visiting scholars and filmmakers. These offer an exciting opportunity to find out what is going on in the field and provide important contributions to your graduate education and professional development. The department expects you to attend these special events as often as possible.

Listservs and Official Correspondence: All newly admitted students automatically receive Office 365 email accounts. The ACPG will add your name to relevant listservs. The Cinematic Arts graduate student listserv is (cinegrads@list.uiowa.edu). Only members of the graduate student listserv can send messages to it. The members include all current graduate students, HP, DGS, DEO/Chair, and SSC staff. You should rely on UI e-mail for all official UI and department correspondence.

Fellowships/Non-Departmental Funding: All graduate students must meet with the appropriate HP prior to applying for a fellowship or any other funding support outside of the department. This step is necessary to confirm your eligibility. Except in rare cases, graduate students employed as Teaching Assistants should not accept employment beyond their contracted hours. Before committing to such opportunities, students must first confer with department faculty and staff to clarify their employment (or fellowship) requirements and eligibility. Any and all requests for outside employment (i.e., any other source of funding on or off campus) need to be made in writing to HP, pending formal approval by the Cinematic Arts DEO/Chair.

Advising: You will have an advisor throughout your graduate studies at UI. An initial advisor will be appointed by the HP. With the agreement of your current advisor, you may change advisors or committee members at any point by completing the [Committee Change Form](#). You are expected to meet with your advisor at least once each semester to ensure proper registration in graduate level coursework, including relevant course offerings in areas outside your program of study.

Academic Registration Requirements: Registration in Cinematic Arts graduate programs should reflect the amount and kind of work undertaken by graduate students in the Graduate College. The purpose of the registration requirement is to promote a high level of intellectual and scholarly activity and focus. These requirements foster intensive, concentrated engagement over an extended period of time with the faculty members and graduate students in your program of study. To that end, the Department of Cinematic Arts does not grant approval for students pursuing the MA or MFA in Cinematic Arts to also pursue a second degree simultaneously/concurrently. [Please see Graduate College policy \(subsection G.\).](#)

MA/MFA Policy:

Of the minimum semester hours required for the degree (36 for MA in Film Studies; 54 for MFA in Film & Video Production), at least 24 semester hours must be completed under the auspices of The University of Iowa after admission to a graduate department/program, regardless of allowed transfer credits.

PhD Policy:

All doctoral programs will contain a minimum of 72 semester hours of graduate work. Of those 72 semester hours, at least 39 must be earned while registered in The University of Iowa Graduate College, and after admission to a graduate department/program, regardless of allowed transfer credits.

Registering for Graduate Coursework: You must get “Registration Authorization” from your advisor. Contact your advisor before Early Registration to discuss course selection. You are expected to register for the courses that you discussed with your advisor. Notify your advisor immediately if you decide not to register for them. If your advisor is unavailable, contact the HP or DGS. They will also help you with registration questions.

It is important that you register during Early Registration because enrollments at the end of Early Registration can determine whether a course will be offered. You are required to register for fall classes by **June 1** and for spring classes by the end of the fall semester, and in no case later than **December 31**.

If you are a teaching assistant (TA), do not enroll in courses that conflict with your TA assignment (including required screenings). For example, TAs who teach courses (discussion sections or standalones) that have screenings should not enroll in courses that conflict with that required portion of their teaching assignment because TAs are contracted (and paid) to attend (and often run) the weekly screenings. An overlap is

not allowed. The Department makes every effort to schedule its graduate courses at times that do not conflict with courses taught by its TAs.

Graduate students in Film Studies are expected to regularly enroll in graduate-level Film Studies courses. While we recognize that these might not always directly represent the individual interests of each student (which would of course be impossible), we carefully select topics that we believe do serve students well in general and we allow students to (within reason) pursue their own research interests within the context of those courses. It is important that you build a record of graduate work in the program. While we allow and encourage students to take relevant courses in related programs, we assume Film Studies graduates will largely concentrate their coursework in Film Studies.

If you have questions regarding continuous registration or registering for your final semester, contact the ACGP. If a Short Hours Form is needed, contact the ACGP for completion and submission to the Registrar to certify that you should be considered either a half-time or full-time student even though your registration does not show such status. The form can cover one semester, a calendar year (January through December), or an academic year (Summer Session through Spring Semester).

Course Offerings: Courses at several levels are offered each semester. Courses numbered 5000 and above are restricted to graduate students. Film Studies courses numbered at 3000-5000 are available to graduate students with special permission from their advisors *and* the course instructor. The student and course instructor must meet, discuss, and agree to special assessment to merit graduate-level credit for the course (e.g., additional readings, discussions and forms of assessment). Graduate credit is not given for courses numbered under 3000. Note that some courses open to graduate students are offered during the summer and other sessions, including courses in languages and literatures other than English and other areas of interest to graduate students.

Graduate Independent Study: You may request to take an independent study for course credit with an appropriate faculty member when regular course offerings do not address a desired topic, or if you wish to pursue focused and guided study of a specific topic that regular coursework does not allow or facilitate.

Because independent study courses represent a large amount of extra work for faculty, faculty members rarely agree to conduct them unless they are already familiar with a student's skills, work habits, and interests. You should request an independent study only when you have already worked successfully with a professor in at least one previous course, when the study meets a crucial need that regular course offerings do not, when the proposed study area aligns with the faculty member's core expertise, and when the study has been discussed as a viable option with that faculty member. Independent studies are restricted to one credit (for substantial reading, viewing, or research) or, less often, two credits (when, additionally, substantial written work is included) and are normally (though not always) graded on a Satisfactory/Unsatisfactory basis. The total number of credit hours of Independent Study allowed towards the degree is restricted to three.

After a faculty member agrees to work with you in an independent study, an [Independent Study Agreement](#) must be prepared and approved by the Director of Graduate Studies. This must be done in the semester before the independent study will take place. This written agreement should provide justification for undertaking an independent study, a summary of the work to be performed, a semester schedule, and clarification of the basis for determining a final grade. Once approved, you will register for the course and a copy of the signed agreement will be placed into your academic file.

Incompletes: Grades of Incomplete are granted only in exceptional cases and only under the condition that a clear, signed contract between you and the instructor be completed and deposited in your academic file. The contract must stipulate the work to be completed, the length of the extension granted, and the sanctions for not meeting the new deadline. The due dates for making up incompletes may not exceed College limits, which require submission of work three and one-half weeks prior to the close of finals week of the next semester. Individual faculty often contract for shorter extensions only.

Grading Practices: Most University of Iowa courses are graded on an A-B-C-D-F scale; + and - grades are regularly used. Anything below a B is an inadequate grade for graduate work. A few courses are graded

Satisfactory/Unsatisfactory; these S/U courses do not figure in the calculation of your grade point average, and thus should not take up too large a proportion of your overall curriculum.

Satisfactory Progress: To hold a teaching assistantship or fellowship, you must be making satisfactory progress in your program of study (see requirements for each Program of Study below). This includes completing the required coursework, maintaining the required cumulative GPA on graduate work taken at the University of Iowa, and performing assigned assistantship duties satisfactorily. Courses graded Incomplete are not counted. Failure to meet these requirements may result in non-renewal or cancellation of an assistantship or fellowship. In the spring semester each year, faculty meet to review the progress of all graduate students. In preparation for this meeting, you are expected to contact your advisor to report on your academic progress and to announce significant achievements (publications, conferences, film and video productions, etc.) for the previous academic year.

For students in the process of writing their dissertations (post-Prospectus), progress is evaluated on a semester-by-semester basis by the students' supervisor, in line with Graduate College and Department of Cinematic Arts standards and expectations, in addition to agreed-upon timelines for chapter draft completion and submission (established between the supervisor and student once they have defended their prospectus). **Each semester the student and supervisor should agree to a written timeline of chapter-based work to be completed and submitted that semester. This timeline should be submitted by week 2 of the semester to the DGS, in addition to the supervisor, and signed by all 3 (DGS, supervisor, and student) and placed in the student's file.** A grade of Satisfactory indicates the student is making satisfactory progress on chapter completion in the dissertation for that semester. In addition, to receive a grade of Satisfactory a student must also submit the chapter at least three weeks ahead of the date for grade submissions for that semester. A grade of Unsatisfactory indicates the student has not made satisfactory progress on the dissertation for that semester. These grades are essential indicators to the student of whether they are making satisfactory progress or whether they are not meeting expectations for satisfactory progress.

Scheduling Meetings and Exams: It is your responsibility to schedule committee meetings and final exams/screenings/dissertation defenses after consulting with your advisor. If a committee member is not able to attend an exam in person, prior arrangements must be made. The Graduate College has specific rules regarding electronic participation in graduate committee meetings.

Committee meetings (including but not limited to Plan of Study meetings, Comprehensive Exam meetings, Prospectus meetings, and MFA and PhD Dissertation defenses) must adhere to the typical nine-month faculty teaching and service calendar. Dates available for committee meetings during the fall semester are: three working days prior to the opening day of classes through the closing day of final exam week, excluding University Holidays and Recesses. Dates available for the spring semester are: opening day of classes through the closing day of final exam week, excluding University Holidays and Recesses. Faculty are not expected to meet for official graduate student committee business between the closing day of final exam week of the spring semester and three days prior to the opening day of classes fall semester.

Contact the ACGP for assistance with scheduling and help with coordination, including required paperwork.

Academic and Employment Files: After receiving permission from the ACGP, you may look at your files but you cannot take them out of the SSC.

Postponing Studies: The department adheres to the Graduate College rules related to the postponement of studies. There are certain circumstances in which you can delay your registration or put things on hold. There are other circumstances in which you cannot hold back the clock. For example, after you have passed the Doctoral Comprehensive Exam, you have five years in which to make a successful defense of your dissertation, with no exceptions. If you do not meet that deadline then you will have to petition for re-instatement, which may or may not entail retaking your Doctoral Comprehensive Exam (and possibly also retaking at least some coursework)

before you can submit a dissertation.

As noted in an earlier section, you may request up to one year's leave of absence for medical cause without loss of normal progress status. Reasons for leaves of absence other than medical will result in a failure to maintain normal progress. Failure to maintain normal progress jeopardizes your TA funding eligibility should you decide to return to the program at a later date.

Dismissal from the Program: Refer to the Graduate College's Manual of Rules and Regulations [Academic Standing, Probation, and Dismissal](#).

Appeals: Refer to the Graduate College's Manual of Rules and Regulations [Academic Standing, Probation, and Dismissal](#).

Ombudsperson: The office of the Ombudsperson responds to questions or problems presented by any member of the University community – students, faculty, and staff. The Ombudsperson serves as a confidential, neutral, independent resource person who listens, provides information, advises, and sometimes mediates. All requests and consultations are treated in the strictest confidence. You should observe procedures outlined in the University document, "Policies & Regulations Affecting Students." Your academic advisor, HP, supervisor, DEO/Chair, dean or other administrator should normally be consulted before contacting the Ombudsperson. Where the use of official channels would mean lengthy and damaging delays or involve a lack of confidentiality and/or impartiality, it may be appropriate to consult the Ombudsperson early in the process.

The [Office of the Ombudsperson](#) is located on the third floor of the Jefferson Building, 129 E. Washington Street. Appointments can be made by email (ombudsperson@uiowa.edu) or by telephone (319-335-3608). More information can be found [here](#).

MA IN FILM STUDIES

REQUIREMENTS FOR THE MA DEGREE IN FILM STUDIES

This section outlines the rules and practices that apply to candidates for the Master of Arts in Film Studies. In addition, Graduate College rules apply to all students enrolled in a Graduate College program, including those in Film Studies.

Students who do not already hold an MA in Film Studies or a closely allied discipline are typically first admitted into the Film Studies MA program, even if they are interested in pursuing a doctorate in Film Studies. This is a two-year program, and no more than six hours of graduate credit for courses taken elsewhere will be accepted toward the Film Studies MA.

The Film Studies MA serves two basic purposes: 1) to give students substantial training in film analysis, history, and theory, and 2) to afford students an opportunity to learn about various film-related disciplines in order to make an informed career choice. Students who complete a UI Film Studies MA may go on to PhD work in film studies or another discipline, M.F.A. work in film and video production or another discipline, a library science degree, film distribution, film programming, archival work, arts management, and many other disciplines. MA students are expected to enroll in all graduate-level film studies courses offered by the department each semester. Beyond that, students are welcome to explore graduate courses in other programs, or even advanced undergraduate Film Studies courses, pending approval from advisors and course instructors.

M.A. Thesis: All M.A. students write original theses in their second year, closely mentored by one primary Advisor and two additional faculty members. Two of the three-person committee must be from Cinematic Arts (including 0% faculty appointees). Theses give students the chance to complete a work of substantial original scholarship that meets the expectations of submission to an academic journal. M.A. students must convene a 3-person thesis committee (including a primary thesis Advisor) and decide on a general topic for their thesis by **mid-April** of their first year, so that preliminary research can begin over summer break. The thesis topic should be submitted to the student's thesis Advisor in the form of a brief prospectus, which the Advisor may waive (but other committee members may still request it). The student should consult with the Advisor regarding prospectus length. In the Fall of their second year, the student and Advisor confirm the 3-member committee and prepare and agree upon a timeline for work to be completed that semester. Where possible, faculty encourage students to craft a project developed from, or inspired by, an existing seminar paper. However, there are cases when students might wish to work on a new topic. You should discuss these options with your chosen Advisor. If the thesis is a revision of a previous seminar paper, it should represent a considerable expansion and revision of the original work. It should be between 6,000-8,000 words following MLA or Chicago format. The final thesis must be submitted to the committee for evaluation no later than **March 1st** of the second year. The final examination of the thesis will occur in an oral defense that must be scheduled **DATE TBA**. Exams must be scheduled during the academic year, when faculty members are in residence and faculty must be given the M.A. thesis at least 2 weeks prior to the oral exam. The thesis is evaluated by the committee as either Satisfactory or Unsatisfactory.

A copy of the thesis must be presented to the Graduate College for approval. For information about Graduate College deadlines and policies, see the [Manual of Rules and Regulations of the Graduate College](#).

To pass, a thesis should provide coherent and original textual analysis, provide historical contextualization (if appropriate), and incorporate primary research in a cogent scholarly argument relating to Film and Media Studies (see further criteria below).

Requirements for students entering the MA program in Film Studies with a B.A. in Film Studies or an MA in an unrelated field: To permit breadth within MA programs, the Film Studies MA requirements are few:

Credit Hour Requirement: a total of 36 semester hours of graduate coursework

Required Courses:

- CINE:5673 Advanced Film Theory (taken at least once)
- CINE:5675 Advanced Film History (taken at least once)
- CINE:5500 Success in Graduate Studies (taken once, 3 s.h)

Grade Point Average: A minimum cumulative grade point average of 3.25 for graduate degree requirements taken within the major at the University of Iowa.

Language Study: Given the program's emphasis upon the study of film in an international context, foreign language acquisition is considered to be highly advantageous. Up to six hours of study in languages and literatures other than English (in courses numbered 3000 or above, as per Grad College regulations) may be counted toward the FS MA degree.

MA TIMETABLE

The following are schematic timelines of typical two-year Film Studies MA programs (one for a terminal MA program, the other for an MA student applying to the PhD program in year 2).

STANDARD TWO-YEAR MA TIMELINE

YEAR 1

- Mid-August: All incoming graduate students are assigned a faculty advisor. Plan to meet with that advisor during the latter part of the week preceding the start of classes or during the first week of classes. The advisor can inform you of program rules and practices, discuss your first-semester course selection and long-term aspirations, and field your questions.
- Thursday or Friday before the first day of classes of the fall semester: Combined Film Studies and Film & Video Production orientation meetings. (Students with a teaching assistantship should also expect to meet with their course supervisor on one of these days and to attend basic training sessions.)
- October/November: Prior to early registration, make an appointment with your advisor to discuss course selection for the spring.
- January: Meet with your advisor to prepare for the spring review of graduate students.
- March/April: Prior to early registration, make an appointment with your advisor to discuss course selection for the fall, coverage of MA requirements, and your choice of MA thesis Advisor and second committee member, including a Chair.
- April 15: Confirm MA Thesis committee and general topic of thesis.
- Summer: Begin research for your MA Thesis.

YEAR 2

- August: Meet with your Advisor to discuss summer progress and plan of work to be completed for Fall semester.
- October/November: Submit your first draft of your thesis to your committee to receive feedback.
- November: Meet with your advisor (and other faculty) to discuss your choice of spring courses, and possible application to PhD or other academic programs (whose deadlines typically fall in December or early January). Register for MA Thesis in Film Studies (CINE:5999) for the Spring. Note that if you apply for and are accepted into the UI Film Studies PhD program, you are subject to a special timeline in the spring of your second year (detailed at the end of this section).
- January: Meet with your advisor to discuss progress on the thesis essay and plan of work to be completed for the semester; prepare for the spring review of graduate students.
- February: Apply for Degree (Graduation) on [MyUI](#) by late February (check [Graduate College Deadlines](#) for exact date). See the Graduate College's [Graduation Checklist](#).
- Feb (first week of): Submit draft of your thesis to your Advisor to receive feedback.
- 1st Week of March: Submit your final thesis essay to your committee for evaluation.
- By Spring Graduate College deadline: schedule oral defense of thesis.
- Submit final thesis deposit to the Graduate College by mid-April (check [Graduate College Deadlines](#) for exact date).
- May: Graduate!

SPECIAL TIMELINE FOR UI MA FILM STUDIES STUDENTS APPLYING TO THE UI PHD PROGRAM IN FILM STUDIES

- November of Year 2: Consult the ACGP about which elements of your MA original application may be used as part of your PhD application. If necessary, provide updated materials or request additional letters of recommendation prior to the due date.
- January: Submit PhD application. (Note that if you are applying to other schools, those programs may have earlier deadlines in November or December).
- Late February of Year 2: The PhD admission decision is reported. If you are not admitted, you continue on the normal MA timeline.

PHD IN FILM STUDIES

REQUIREMENTS FOR THE PHD DEGREE IN FILM STUDIES

This section outlines the rules and practices that apply to candidates for the Doctor of Philosophy in Film Studies. In addition, [Graduate College rules and deadlines](#) apply to all students enrolled in a Graduate College program, including those in Film Studies.

If the MA degree may be characterized as a learning experience, a process in which interested students visit major sections of a film territory that has already been mapped, the PhD may best be understood as a voyage of discovery, in which talented and dedicated students set off to chart unknown regions. The MA involves, primarily, the dissemination of existing knowledge; the PhD, at its best, aims at the creation of new knowledge. The UI Film Studies PhD has several traditions and goals with which all candidates should be familiar. This program is dedicated to the questioning of received knowledge and the creation of new knowledge about film, defined in the broadest possible way. Understanding film, we are convinced, depends on an ability to chart the ways in which film shares (or challenges) devices, processes, and situations with other forms of art, communication, and culture. It also depends on an ability to share insights with scholars and practitioners around the world. The UI Film Studies program, particularly at the PhD level, thus actively encourages students to be independent, interdisciplinary, and international.

Students are encouraged throughout their program of study to consult faculty and students across the University in search of ideas and advice regarding diverse and rewarding intellectual opportunities. In developing an appropriate plan of study, students should consult their advisor and committee members regularly.

Following are the provisions governing the PhD in Film Studies:

Students entering the PhD program in Film Studies with a BA (only in exceptional cases) must complete all of the requirements for the UI MA in Film Studies.

Requirements for students entering the PhD program in Film Studies with an MA in Film Studies or a closely related field, including an MA in Film Studies from the University of Iowa:

General Requirements:

- Adherence to all applicable Graduate College rules.
- A minimum cumulative grade point average of 3.25 for graduate coursework taken at the University of Iowa.
- A minimum of 72 hours of graduate courses and seminars relevant to major areas of interest, at least 39 of which must be post-MA coursework. No more than 33 s.h. of MA transfer credit can be applied to the 72 s.h.
- Regular (at least twice each semester) meetings with advisors, once within the first two weeks of each semester, and once in the week before registration for each upcoming semester. A record of these meetings will be placed in each student's academic file.
- At least 4 hours of dissertation credit to be taken no earlier than the semester when the student takes the Comprehensive Examination.
- Presentation of an acceptable Plan of Study in the second semester of the first year in the PhD Program.
- Development of a research tool or skill chosen in consultation with the candidate's committee (see information on Language Study – MA in Film Studies).
- Successful completion of the written and oral Comprehensive Examination, following committee approval of submitted reading lists and filmographies for the three areas.
- The writing and approval, following a meeting with a dissertation committee, of a Dissertation

Prospectus.

- The writing and satisfactory oral defense and final deposit of a Dissertation.

PhD Required U of Iowa Courses:

Note: PhD students are expected to enroll in all graduate-level film studies seminars offered by the department each semester.

- CINE:5500 Success in Graduate Studies (consult advisor) 1-3 s.h.
- CINE:5673 Advanced Film Theory (taken at least twice)
- CINE:5675 Advanced Film History (taken at least twice)
- A 7000-level seminar (taken at least once post-MA): 7615 Seminar: Film Theory or 7616 Seminar: Film History

Note: The Head of Film Studies may waive or adjust the required course requirements in specific circumstances.

PLAN OF STUDY

As part of their initial meeting with their primary Advisor, students should discuss possible transfer credits. Advisors will then consult with the Head of Film Studies for joint approval of the transfer credits. In the second semester, students will submit a Plan of Study, based on a provided template. Students should submit a draft of this document to their Advisor early in the second semester. The Plan of Study meeting will occur the week before Spring Break and will include all Film Studies faculty. The final Plan of Study document serves as an agreement between the candidate and the Department, guiding future expectations of both. Copies of the final document, approved by all members of the Film Studies faculty, will be placed in the candidate's academic file.

FORMING EXAM AND DISSERTATION COMMITTEES

In close consultation with their advisor and as soon as possible, students should begin to select and request appropriate faculty members to serve as their upcoming Comprehensive Examination Committee (the deadline for finalizing the exam committee is April 1st of the first year), and, later, Dissertation Committee: a record of these committees will be maintained in each student's professional file. Adhering to Graduate College rules, at least three of the four faculty members for each committee must be members of the University of Iowa tenure-track faculty, and at least three must be members of the major department (which may include faculty with 0% appointments). Comprehensive Examination committees (and directors) do not have to match Dissertation Committees, but it is typically advantageous for the student's progress if these closely resemble one another. Changes to committee membership are often necessary and can be made at various stages in a student's program, but this should be done in close consultation with a student's Advisor and/or the Director of Graduate Studies.

COMPREHENSIVE EXAMINATION

The purpose of the Comprehensive Examination is to assess each candidate's mastery of the major areas of learning designated by the Plan of Study, and other knowledge and skills important for research in their particular fields. The Comprehensive Examination typically takes place in the spring semester of the second year and consists of the Plan of Study areas. A required meeting with students planning for Comprehensive Examinations will be held by the student's primary Advisor (and chair of the Comprehensive Examination Committee) at least one semester in advance of the exams. The student's 3 field lists will need to be approved by their entire committee by the conclusion of the semester prior to the scheduled exam. Field lists establish expertise on chosen areas of study while also offering a glimpse of the student's own voice and approach. Traditionally, one field is historical in emphasis, one is theoretical, and one offers a third area that, while still legible as a known field of study, might also reflect the student's own research interests. When drafting field lists, the student should regularly consult with their committee (especially their primary Advisor). Each list should contain roughly 30 scholarly texts and a comparable number of film or media texts as appropriate. Some of the scholarly texts should be book-length but not all. Note: the exact number and density of scholarly texts varies by field and must be decided in consultation with your Advisor and exam committee. The student must schedule the exams, coordinating faculty availability. Once scheduled, the exam chair (usually the primary Advisor) works with the departmental administrator to prepare the exam.

In a two hour meeting with the candidate at least one week after the last written exam question and within two weeks after the written examination, the committee will report one of the following possible outcomes: Satisfactory, Reservations (requiring successful completion of a specific task set by the examining committee in order to officially lift the reservations to make the exam Satisfactory), or Unsatisfactory (two unsatisfactory votes make the report unsatisfactory and it would be considered a first failure). In the case of a report of unsatisfactory on a comprehensive examination, the committee may grant the candidate permission to attempt a reexamination not sooner than four months after the first examination. The examination may be repeated only once, at the option of the department.

Within one week following the committee meeting, the Comprehensive Examination Committee Chair will summarize in writing the collective judgment of the committee concerning the candidate's examination performance. Copies of this document will be given to the candidate and placed in the candidate's academic file along with the Report of Doctoral Comprehensive Exam.

DISSERTATION PROSPECTUS

After successful completion of the Comprehensive Exam, the candidate chooses a Dissertation Advisor, and in consultation with them, a Dissertation Committee typically made up of three other members, which may include one faculty member from outside the Department. Faculty with 0% appointments in Cinematic Arts may count as either a Cinematic Arts member or as an outside member of the committee. No later than the semester following successful completion of the Comprehensive Exam, the candidate submits to all members of the Dissertation Committee a Prospectus that has been developed in consultation with the Dissertation Advisor. A committee meeting will be held to assess the significance of the proposed dissertation, the reasonableness of its scope and approach, and the candidate's methodological and substantive preparation to carry out the work. Three outcomes of this meeting are possible: 1) Approval of the Prospectus; 2) Conditional Approval subject to needed adjustments in scope, direction, or method; and 3) Rejection. At the prospectus meeting, the faculty and candidate agree on the respective roles that the Dissertation Advisor and each committee member will play in advising the candidate and reading drafts of the dissertation.

DISSERTATION

In consultation with the Dissertation Advisor and other committee members designated during the prospectus meeting, the candidate drafts and revises a Dissertation. The Film Studies PhD dissertation in Cinematic Arts typically comprises four chapters (approximately 50pp per chapter or 16,000-18,000 words per chapter including notes), plus an Introduction, Conclusion, Bibliography, Notes and Images. We are open to creative research (eg. a film;) as a *supplement* to the dissertation, but *not as a replacement* of a chapter. Any creative supplement would need to be discussed and agreed to as part of the Prospectus with the advisor and full committee agreeing to the request. With the Advisor's approval, a Final Examination (Oral Defense) is scheduled. At least two weeks prior to the Defense, a copy of the dissertation to be defended must be distributed to each member of the Dissertation Committee. According to Graduate College regulations, the Defense will be publicly announced and is open to the public. The Final Examination and Dissertation are evaluated separately. Possible outcomes for the Final Examination are Satisfactory or Unsatisfactory. The Dissertation itself may be Approved, Conditionally Approved (with specification of changes to be made before final approval is granted), or Failed. The Final Examination (Oral Defense) may be repeated once at the option of the Committee.

CONTINUOUS REGISTRATION POLICY

Regardless of location of residence, all doctoral students must maintain continuous registration until the completion of their degree. All doctoral students are considered to be "under instruction" and are thus considered to be accessing University of Iowa faculty and staff time, and University facilities. Tuition is to be paid for such access. Doctoral students will be required to register for course work by their department and pay the appropriate tuition OR for PhD Dissertation (CINE:7992:0IND) and pay 1 s.h. tuition. This requirement applies to students conducting research, fieldwork or other scholarly activities related to their graduate programs of study including the writing of the thesis or dissertation and consultation with faculty, as well as students taking UI courses.

Using a form available in the Graduate College, students may petition the Graduate College for the privilege of paying a special Post-Comprehensive Registration only when extenuating circumstances arise that require a temporary lapse in their academic program. Such circumstances could include, but are not limited to, medical or maternity leaves, personal or family situations, military obligations, etc. The Graduate College will consult with the student's department regarding the petition, prior to making a decision to grant or deny the petition for the special Post-Comprehensive Registration. Post-Comprehensive Registration is not to be used for final registration in a doctoral program.

When doctoral students plan to defend their dissertations, they will register for “Doctoral Final Registration” (GRAD:6003:0001). During this final registration, the student will be required to pay the 1 s.h. tuition. The final registration may be repeated if the degree requirements are not completed in this session.

PHD TIMETABLE

YEAR 1:

- Coursework (minimum of 18 semester hours)
- Mid-August: All incoming graduate students are assigned an initial faculty advisor. Plan to meet with that advisor during the latter part of the week preceding the start of classes or the first week of classes. Your advisor can inform you of program rules and practices, discuss your first-semester course selection and long-term aspirations, and field your questions. You should also discuss possible transfer credits at this meeting.
- Thursday or Friday before the first day of classes: Combined Film Studies and Film & Video Production orientation meetings. (Students with a teaching assistantship should also expect to meet with their course supervisor on one of these days and to attend basic training sessions.)
- August-December: Get to know faculty members who might eventually sit on your committee. Your advisor, the Department web site, and graduate student recommendations are good sources of information about which faculty work on which topics.
- January: Meet with your advisor to prepare for the Plan of Study meeting and the spring review of graduate students.
- March: Meet with the Plan of Study committee (consisting of all Film Studies faculty) to plan a course of study leading to the Comprehensive Examination.

YEAR 2:

- Coursework (minimum of 18 semester hours)
- Early Fall: Confer with your advisor and attend the required meeting held by the Director of Graduate Studies and/or Head of Film Studies regarding the Comprehensive Examination.
- Late Fall: Approval of reading lists and filmographies for the PhD Comprehensive Examination.
- Spring of Year 2: PhD Comprehensive Examination.
- Spring: Select a dissertation advisor, in consultation with whom you will develop a Prospectus and constitute a Dissertation Committee. The Prospectus should be presented to the full committee no later than the following fall.

YEAR 3:

- Additional Coursework (if required)
- Fall: Dissertation Prospectus Meeting (note: some dissertation research grants require approval of a prospectus by October or November for research in the following year).
- Spring: Begin dissertating according to schedule agreed upon between student and Advisor in regular meetings throughout the semester.

YEAR 4:

- Fall: Continue dissertating and meeting regularly with Advisor
- Spring: Continue dissertating and meeting regularly with Advisor

YEAR 5:

- Fall: Continue dissertating and meeting regularly with Advisor
- Spring: First (Departmental) Deposit (at least two weeks prior to Defense), Defense, and Final Deposit of Dissertation (according to Graduate College deadlines).

TABLE OF FILM STUDIES PhD PROGRAM

Year 1 Fall 9 hours of coursework	Year 1 Spring Plan of Study Meeting in March Approved Comprehensive Exam Committee by April 1
	9 hours of coursework
	Year 1 Summer Preparation of Comps Lists
Year 2 Fall Comps Lists Approved by end of semester 9 hours of coursework	Year 2 Spring Comprehensive Exams 9 hours of coursework (including 3 s.h. Comps course)
	Year 2 Summer Preparation of Dissertation Prospectus
Year 3 Fall Prospectus Meeting / Dissertation Research and Writing	Year 3 Spring Dissertation Research and Writing
	Year 3 Summer Dissertation Research and Writing
Year 4 Fall Dissertation Research and Writing	Year 4 Spring Dissertation Research and Writing
	Year 4 Summer Dissertation Research and Writing
Year 5 Fall Dissertation Research and Writing	Year 5 Spring Dissertation Defense and Graduation

MFA IN FILM AND VIDEO PRODUCTION

REQUIREMENTS FOR THE MFA DEGREE IN FILM AND VIDEO PRODUCTION

This program combines creative and scholarly coursework aimed at developing the candidate's ability to produce effective artistic work in film and video. This study takes place within a strong scholarly environment and candidates should expect to spend at least one third of their time in non-production courses building historical, critical and theoretical approaches that both inform their work and prepare them for creative and academic career paths. Initially, students work through class assignments designed to ensure exposure to a variety of forms and techniques; at the more advanced levels, matters of content and approach are determined largely by the candidate. The MFA program is designed as a three-year experience, averaging 9 credits per semester. Degree requirements include advanced coursework in film/media theory or history, annual public presentations and critiques, the development of an artist statement, a thesis paper, and a creative thesis project. Each student will be assigned an advisor from the production faculty; the student and advisor will develop a schedule to meet regularly to discuss work and track creative progress through the program.

Requirements: 59 hours of graduate credit, including:

TAKEN BEFORE CLEARANCE (41 s.h.)
CINE:4890 Media Production Workshop

4 s.h.

CINE:5890 Colloquium in Film and Video Production	8 s.h.
Advanced production courses	12 s.h.
Two mid-level graduate courses in film/theory/history	6 s.h.
Two courses from related areas outside department	6 s.h.
Electives	5 s.h.

TAKEN AFTER CLEARANCE (18 s.h.)

MFA thesis project	12 s.h.
Additional elective courses	6 s.h.

The candidate should count on one production course and at least one scholarly course per semester.

Unless otherwise cleared with the student's Advisor, only courses at 5000-level or higher will count toward the MFA in Film and Video Production with the following exceptions:

CINE 3865 Film/Video Production: Material of 16mm Filmmaking (**as an elective**)

CINE 4377 Advanced Screenwriting I (**as an elective**)

CINE 4378 Advanced Screenwriting II (**as an elective**)

Required to take 12 credits from among these 4sch courses:

CINE 4821 Film/Video Production: Selected Topics

CINE 4841 Film/Video Production: Sound Design **or**

CINE 4843 Film/Video Production: Image Design **or**

CINE 4845 Film/Video Production: Editing **or**

CINE 4862 Film/Video Production: Advanced Video (when offered) **or**

CINE 4864 Film Production: Advanced 16mm

CINE 4890 Media Production Workshop (**required**)

Candidates may enroll in courses below 5000-level from areas outside of the department but those courses will not count toward the degree."

Clearance Review: Looking forward to the final year, the committee reviews the candidate's work to date along with a written proposal for the MFA Thesis project. This year-long project should both extend the candidate's artistic concerns and contribute to a coherent body of work.

MFA TIMELINE

This document outlines the course loads and academic expectations for the MFA Candidate in Film and Video Production (FVP). The document is in a timeline format, charting academic commitments from first year to third year and thesis. In addition to course work and academic expectations outlined in this document, self- directed development of creative practice and projects will be expected.

FIRST YEAR SEMESTER 1 (Fall)

Course load:

- Graduate Colloquium (required)
- FVP class (required)
- Film Studies class (recommended) or elective

Other academic expectations:

- First Year MFA candidates meet with Advisor regularly throughout the semester.
- First Year MFA candidates complete Plans of Study forms.
- First Year MFA candidates participate in an end-of-semester critique. All FVP faculty and MFA's are required to attend.

FIRST YEAR SEMESTER 2 (Spring):

Course load:

- FVP class (required)
- Film Studies class (strongly recommended)
- Elective outside of the department (recommended)

Other academic expectations:

- First Year MFA candidates meet with Advisor regularly throughout the semester.
- First Year MFA candidates participate in an end-of-semester critique. All FVP faculty and MFA students are required to attend.

SECOND YEAR SEMESTER 3 (Fall):

Course load:

- Graduate Colloquium (required)
- Film Studies class (strongly recommended if you have not already taken two)
- Elective outside of the dept. or another FVP class

Other academic expectations:

- Second Year MFA candidates meet with Advisor regularly throughout the semester.
- Second year MFA candidates select Written Comprehensive exam committee.
- Second year MFA candidates submit an abstract that summarizes the subject and/or focus of the written comprehensive exam, and a 10-20 bibliography and 10-15 filmography of sources to be used for a written comprehensive exam.
- Second year MFA candidates submit five potential questions for written comprehensive exam.
From these five questions, the comprehensive exam committee will select one and the MFA candidate will be expected to write an approximately ten-page paper (double-spaced) in response. The comprehensive written exam is a take-home exam, and will be completed early in the spring semester.
- Second year MFA candidates participate in an end-of-semester critique. All FVP faculty and MFA students are required to attend.

SECOND YEAR SEMESTER 4 (Spring)

Course load:

- Media Production Workshop (required)
- Elective outside of the dept. or another FVP class
- Elective or another FVP class

Other academic expectations:

- Second Year MFA candidates meet with Advisor regularly throughout the semester.
- Second year MFA candidates submit written comprehensive exams in early spring semester.
- Second year MFA candidates must submit an artist statement that outlines creative and research interests. This statement will be submitted to the comprehensive exam committee members in advance of the Oral Comprehensive exam.
- Oral Comprehensive Exam: Second year MFA candidates meet with the Comps committee for approximately one hour to present work generated over the first and second year, contextualizing the work as it relates to research interests. The artist statement will also be discussed.
- Second year MFA candidates select their graduate thesis committee.
- Second year MFA candidates submit a proposal for a thesis project. Proposal includes abstract, timeline of production and estimated budget for production.
- Second year MFA candidates schedule 30 minute MFA Clearance meeting with thesis committee to discuss thesis proposal.
- Second year MFA candidates participate in an end-of-semester critique. All FVP faculty and MFA students are required to attend.

SEMESTER 5 (Fall)

- Course load: Thesis – register for 6 s.h. with your Advisor
- Elective

Other academic expectations:

- Third Year MFA candidates meet with Advisor regularly throughout the semester.
- Third year MFA candidates must meet with the thesis committee once during the semester to discuss and view thesis production/progress.
- Thesis Workshop: Third-year MFA students will participate in an end-of-semester critique to chart their thesis progress. All FVP Faculty and all FVP MFA's are required to attend. External thesis committee members are welcome but not required to attend.

SEMESTER 6 (Spring)

Course load:

- Thesis – register for 6 s.h. with your Advisor
- Elective

Other academic expectations:

- Third Year MFA candidates meet with Advisor regularly throughout the semester.
- Third year MFA candidates must schedule a meeting with their thesis committee at least once during the semester (before Spring Break) to view and discuss the thesis project. A rough draft of the written thesis must be submitted in advance of this meeting.
- Third year MFA candidates are expected to screen and defend their thesis projects in late April of the sixth semester of study for a May graduation date. A written thesis of approximately twenty pages must also accompany the thesis moving image work.
- Third year MFA submits application to graduate. For current deadlines, please see the Graduate College website: <https://grad.uiowa.edu/academics/deadlines>.
- First Deposit (written thesis only) due to Graduate College (follow GC deadlines)
- Third year student completes thesis screening and defense.
- Final Exam report due to Graduate College (follow GC deadlines)
- Final Deposit (written thesis & thesis film) due to Graduate College (follow GC deadlines)
- Third year MFA candidates are expected to attend the end-of-semester critique, though they are not required to show work.

SUMMER EQUIPMENT CHECKOUT POLICY

Checkout is closed during the summer. For summer production, first and second year MFA students must check out production equipment no later than finals week of spring semester and return it no later than the week before the first day of fall semester classes. Graduating third years students must return all equipment no later than June 1st. Late returns are subject to standard fines.

TEACHING ASSISTANTS

TEACHING RESOURCES:

The Center for Teaching Handbook for Teaching Excellence

College of Liberal Arts and Sciences Academic Policies Handbook

TA OFFICES

The DA will make office assignments annually prior to the start of the fall semester. Offices are a shared space and are to be used for office/drop-in hours and other TA responsibilities.

COMPUTERS IN TA OFFICES

- If a computer is not working, contact our computer consultant, mike-hendrickson@uiowa.edu.
- Do not remove the computers from the offices.
- Always keep a backup of your data. Data stored on your home drive (H Drive) is actively backed up.
- The computers are not assigned to individuals so please share them.
- The computers should be used for teaching purposes only.

BOOK ORDERS

If you need assistance ordering textbooks, contact your course supervisor.

TEXTBOOK AND RESOURCE COMPLIANCE GUIDELINES

TAs assigned to teach stand-alone courses will receive information about this from the ACGP before early registration begins for each semester. Faculty instructors take care of this for lecture/discussion courses. More information can be found [here](#).

COURSE DESCRIPTIONS FOR STAND-ALONE COURSES

TAs assigned to teach stand-alone courses should work closely with their course supervisor to craft course descriptions. Faculty instructors take care of this for lecture/discussion courses.

REQUIRED SYLLABUS

TAs assigned to teach stand-alone courses should work with their course supervisor to create a syllabus. Faculty instructors usually create syllabi for lecture/discussion courses. However, sometimes the faculty instructor will ask the TAs who teach the discussion sections to create an addendum for their section. Additional information can be found [here](#). Contact the ACGP if you have questions.

WALK-IN (or drop-by) HOURS

Instructors are required to e-mail their walk-in or drop-by hours to the ACGP no later than the end of the first week of classes. Required under [College policy](#), every member of the instructional staff is expected to keep a minimum of three scheduled walk-in or drop-by office hours per week (60 minutes x 3) and be available before and after class and at other times by appointment for a reasonable amount of time. They must be included in the required syllabus.

EFFORT ALLOCATION

Please remind yourself of the effort allocation agreed upon in your TA offer letter/contract so that you are working within the limits of those agreed upon hours for the courses you are teaching. Please refer to your TA offer letter/contract for the effort allocation table. If you have any concerns about your workload, you should first try to resolve the issue by speaking with your course supervisor and then if the problem is not resolved, be sure to contact the DGS and DEO/Chair.

DROP/ADD (Changes in Registration)

Important info can be found [here](#). If you receive requests from students who want to either ADD or CHANGE discussion sections or courses, tell them you are unable to assist them because CINE uses waitlists.

Students are able to add themselves to a waitlist for a class. We cannot just add students to a section that is already full, sometimes due to room capacities, but mostly because it would not be fair to others that have already added themselves to the waitlist.

For the fall and spring semesters, MyUI remains open for the first week of classes, and the waitlist is still the fairest system to use. The ACC will give you more information about this before classes start each semester.

INSTRUCTOR'S OPTION TO DROP FOR NONATTENDANCE (8-DAY DROP RULE)

Read: [Instructor's option to drop for nonattendance](#)

CANCELING A CLASS

If you cancel a class and want a sign posted on the classroom door, contact the SSC (319-335-0330) at least two hours before the class begins to give the staff time to post the sign. You should also follow with an e-mail and include your course supervisor. It is very important that the subject line of the e-mail message is **CANCEL MY CLASS** to alert the staff to take immediate action. The message should include the time the class meets, course number and title, room #, and building. Also, you are required to e-mail your students when a class is canceled.

EMAILING STUDENTS IN A CLASS YOU ARE TEACHING

Faculty and staff utilizing e-mail correspondence with more than one student are responsible for restricting access to a student's e-mail address if the student has requested non-disclosure of directory information. In 2009 [FERPA](#) was modified to state that a student may not be anonymous in a class even if they have restricted their data. The sharing of this information with other members of the class is at the instructor's discretion, provided it is deemed appropriate for the success of the class. Students participating in such classes should be notified of this. An example of this might be the need to share email addresses in order to facilitate classroom interactions/discussions.

Read: [Technology Use and FERPA](#)

FINAL EXAMS AND EXAMINATION POLICIES

Information can be found [here](#) and [here](#). You will receive more information about this from the UCC.

OFFICIAL CLASS LISTS, GRADING, AND GRADE CHANGES

Instructions can be found [here](#) in [MAUI](#). Important information can be found [here](#). The DA will give you more information about grades each semester.

STUDENT EVALUATIONS OF TEACHING

All courses with their administrative home in CLAS use the SPOT (Student Perceptions of Teaching) evaluation system. Important information can be found [here](#).

EXAM BOOKS

Instructors who use exam books should contact the ACGP at least a week in advance so that more can be ordered, if necessary.

TURNITIN, PLAGIARISM DETECTION TOOL

The University invites all interested instructors to utilize this tool. Information can be found [here](#).

COPYING

Instructors will not be reimbursed for copies made outside of the department. Copy allocations support the courses you teach—not the courses you take and not personal copies.

You have access to the copier two weeks before classes begin each semester. Access is removed the last day of finals week each semester. Your access code is the last four digits of your UID. Contact the ACGP if you have questions.

PRINTING

If you need course materials printed for a Cinematic Arts course that you are teaching (so that you can make copies for your class), you can email them to the ACGP to print. You can also ask your course supervisor to print course materials for you. **The printer/copier in the work room should never be used to print or copy materials for the courses that you are taking or for personal documents.**

CLASSROOM RESERVATION FOR CLASS-RELATED EVENTS

Instructors who wish to use a classroom for an event related to a course need to receive prior approval from [Classrooms](#) by completing the [Room Reservation Form](#). Please note that any events outside the normal class time (as stated on MyUI) must be entirely optional. You may not schedule classes or require attendance outside of the normal class time as shown on MyUI. Be sure to get your course supervisor's approval prior to organizing any additional (optional) events.

REQUESTING A CLASSROOM CHANGE

E-mail the request to the ACC. Do not contact Classroom Scheduling or the Office of the Registrar. Because of Registrar policies and deadlines, requests must be emailed to the ACC by December 15 for spring classes and July 15 for fall classes.

The following information must be included in your e-mail to the ACC:

- reason for the room change
- course #, section #, and title
- total # of seats needed
- building and room preference

DO NOT ENROLL IN CLASSES THAT CONFLICT WITH TEACHING ASSIGNMENT

You must get "Registration Authorization" from your advisor. Contact your advisor before Early Registration to discuss course selection. You are expected to register for the courses that you discussed with your advisor. Notify your advisor immediately if you decide not to register for them. If your advisor is unavailable, contact the HP or DGS. They will also help you with registration questions.

It is important that you register during Early Registration because enrollments at the end of Early Registration can determine whether a course will be offered. You are required to register for fall classes by June 1 and for spring classes by the end of the fall semester, and in no case later than December 31.

Do not enroll in courses that conflict with your TA assignment (including required screenings). For example, TAs who teach courses (discussion sections or standalones) that have screenings should not enroll in courses that conflict with that required portion of their teaching assignment because TAs are contracted (and paid) to attend (which may include run) the weekly screenings. An overlap is not allowed. The Department makes every effort to schedule its graduate courses at times that do not conflict with courses taught by its TAs.

INFORMATION FOR ALL GRADUATE STUDENTS

MAILBOXES AND OUTGOING MAIL

Mailboxes for on-campus graduate students and the outgoing mailbox are located in the workroom, E210A AJB. The mailboxes are for university-related mail only—no personal mail, please. Check your mailbox regularly. If you leave campus for a semester or during the summer, please do not have the post office forward your personal (home) mail to the department.

E-MAIL

All departmental email messages will be sent to your uiowa.edu address so it is important that you check your email daily. If you are currently using another email service and would like to keep it as your email provider, [link](#) the two accounts so that mail sent to your UI email address will be re-routed to your personal email address. Please be aware that if you redirect your UIowa account to another ISP, you may lose your ability to post messages to the listservs (see below).

TIMELY RESPONSE TO DEADLINES

Graduate students should be attentive to and are responsible for deadlines regarding their teaching assistantships and/or fellowships. Messages from the department requesting information or annual applications regarding these appointments will always provide an explicit and often strict deadline: missing deadlines seriously inconveniences the staff and may result in the loss or delay of anticipated support, so you should make every effort to respond to requests on time.

LISTSERVS

Please use the listservs wisely to ensure that the information you want to share is received by everyone who might be interested. Only members of the following listservs can send messages to them unless otherwise indicated:

cinefac@list.uiowa.edu includes all faculty and staff in Cinematic Arts

cinegrads@list.uiowa.edu includes all current graduate students and staff

cinefacgrad@list.uiowa.edu includes all faculty, visiting faculty, staff, and current graduate students.

cinedgs@list.uiowa.edu includes the Director of Graduate Studies, DEO/Chair, staff, and all current graduate students. (Graduate students cannot post messages to this listserv.)

If you are not a member of a listserv that you would like to send a message to, please send it to cinematicarts@uiowa.edu and indicate what listserv(s) it should be forwarded to.

The ACGP maintains all of the listservs for Cinematic Arts should you have questions or need help.

TRAVEL

The department has modest funds to help offset travel expenses for students who have conference papers accepted, films accepted to festivals, or similar. Travel funding is quite limited and contingent on the departmental budget. Therefore, students should seek out other funding options, e.g. through the [Graduate & Professional Student Government](#). In addition, please refer to the department website for other available funding opportunities. If the department is able to provide funding, it will be communicated at the start of the Fall semester. Funding requests for the fall semester need to be made by October 30, spring semester requests need to be made by March 31.

- 1) Complete the departmental [travel form](#) in workflow at least **TWO WEEKS PRIOR** to travel and email the completed form to the DA. You should also provide documentation of participation, i.e. presenting a paper at a conference or an acceptance of a screening at a festival.
- 2) Review [UI travel policy](#). Speak with Jenny Ritchie **PRIOR** to travel if you are unsure about required documentation for reimbursement.
- 3) Submit required documentation upon return from travel to Jenny Ritchie (Office E210C AJB; email uss-cinearts@uiowa.edu) within **TWO WEEKS** from the end of the trip.

VERY IMPORTANT! All travel must be processed through workflow via ProTrav **before** the trip begins. A “trip” will be created for you and routed into workflow. You must approve the trip request and continue its routing in workflow. Travelers are also required to read and understand the [travel policies](#). Review the pertinent sections from the column on the left. The department requires travelers to submit original, **itemized** receipts for **all** expenses (including meals), not just expenses of \$75 or more. We will not reimburse you without receipts. Meal claims should reflect actual expense not to exceed the maximum daily allowance.

POSTINGS AND CREATING POSTERS

It is important that you routinely check all of the bulletin boards on the second floor of AJB and in the workroom, E210A. Please make note of the pertinent information, but do not remove materials from it.

If you are creating a poster to publicize a department-sponsored event or screening, you must comply with the [University's identity standards](#) and the DA must approve your poster **before** it is copied and posted.

USE OF DEPARTMENT LETTERHEAD

If you are in good standing, you can use the department’s e-letterhead for cover letters when applying for jobs. You should get it from your advisor or the DGS. Please do not forward letterhead to others. We are supposed to limit dissemination to those applying for jobs as much as possible. Remember to save the document as a pdf file before e-mailing to others.

REMINDER: University employees may NOT use letterhead to advertise their own entrepreneurial activities on- or off-campus (e.g., consulting), as this is explicitly prohibited by the policy on [Conflict of Interest in the Workplace](#).

CONFERENCES AND WORKSHOPS

Cinematic Arts complies with CLAS practices that recommend using the [UI Center for Conferences](#) to plan, organize, and administer all faculty and/or student-initiated conferences or workshops. To this end, the department requires anyone requesting departmental funds for such events to consult with the DEO/Chair and with the DA BEFORE submitting proposals for support so that they can advise on the best way to proceed. No department funds will be awarded without this prior consultation, as noted above.

RESERVING THE DEPARTMENT’S CONFERENCE ROOM

Reservations for the department’s conference room, E211 AJB, may be made by contacting the ACGP. The department has a phone device (Polycom Soundstation) for conference calls. Arrangements for Skype or videoconference may also be made in advance. Arrangements for either should be made at the time of scheduling the conference room.

EVENT PLANNING, CO-SPONSORSHIPS, INVITATIONS

At the earliest moment possible in your planning for visitor invitations, co-sponsorships, or anything else that might involve the department in paying money for anything, please contact the DA. Also, most internal grant applications require the DEO/Chair to sign off on them, but once in a while you might come across one that does not. Please still communicate with the DA and the DEO/Chair about your plans.