

Guidelines for Language and Culture Instructors Teaching Film Courses

Class Scheduling

Instructors teaching courses that center on film history, aesthetics, culture and criticism are strongly encouraged to incorporate a screening session into the course format in a manner that allows sufficient additional classroom time to be used for interactive activities. Doing so will require careful planning and advance arrangements with Luz Acosta, the Instructional Coordinator for the Foreign and Classical Languages (acost4@uic.edu). A screening session can be added by doubling one or two of the weekly class meetings and/or arranging for back-to-back classes in the same room with another course doing the same, effectively keeping both courses on the Classroom Services scheduling grid. The optimal time slots for doing so are later in the day.

For example, if the instructor schedules a double session on M/W and relinquishes the class for the Friday meeting, he or she will have enough time to screen a film on one day and discuss it the next, without demanding too many extra contact hours from the students in a 3-credit course (for example meet M/W from 3-5, but not on Friday).*

An instructor can also request to have a class scheduled Tu/Th back-to-back with another film course. For example, Class A could meet from 2-3:15 on Tuesday and Class B from 3:30-6 (with a film screening). Then Class A could meet (with a film screening) on Tuesday from 2-4:30 and Class B from 4:45-6. That arrangement would keep the courses on the Classroom Services scheduling grid and offer an appropriate number of contact hours.

A M/W arrangement could be made similarly, with a two-hour session of Class A before a one-hour session of Class B on Monday and then a one-hour session of Class A on Wednesday with a two-hour session of Class B to follow. For example, Class A would meet Monday from 2-2:50 and Wednesday from 2-3:50. Class B would meet in the same room on Monday from 3-4:50 and Wednesday from 4-4:50. The Friday meeting could be split in a manner suitable to the instructors and Classroom Services. (One idea would be to assign class A the 2-2:50 slot and Class B the 3-4:50 slot on the books but arrange with students have Class A meet on Fridays 2-3:20 and Class B meet 3:30 to 4:50; or Class A could meet from 2-2:50 and Class B from 3-3:50 and the 4-4:50 time could be relinquished.) Alternately, the courses were blended or presented in a partially Web-based format, the entire Friday slot could be relinquished if the missed contact hours were replaced with enough stimulating activity on-line to offer the same amount of interactive content as a traditional 3-credit course.

All such arrangements must be made with the approval of the administrators in charge of scheduling Foreign and Classical Language courses in connection with Classroom Services and must conform to all College and University regulations regarding curriculum and instruction.

*Instructors who would like to develop new film courses with additional contact hours (for example, double sessions on a M/W/F rhythm) need to discuss course design, credit allotment and possible laboratory session designations with administrators and schedulers in Moving Image Arts and Foreign and Classical Languages.

Projection Services

To arrange for projection services or equipment beyond what is offered in the scheduled classroom, contact ACCC's Learning Environments and Technology Services (LETS) at 312.996.2751 or email classrooms@uic.edu. Their website is <http://www.uic.edu/depts/accc/lets/> and the Web form for equipment reservations can be found at <http://www-notes.cc.uic.edu/classrooms.nsf/ReservationStep1?OpenForm>. Equipment can be ordered for select class sessions, or a standing order for the whole semester may be placed. Please make reservations at least five days in advance.

Video and Film Materials For Classroom Use

To request media for classroom showings, submit a list of video titles complete with release date and director's name to the Daley Library Reserve Desk at LIB-RES@uic.edu. Remember to include the dates and times the materials are needed so they are taken out of general circulation. Reserve Desk staff will review the list of titles and contact the instructor regarding availability. Orders will be expedited if the instructor looks up the titles on UIC Library Catalog and provides the Reserves Staff with the call numbers. The following search page allows limited searches focused on video and film materials: <https://i-share.carli.illinois.edu/uic/cgi-bin/Pwebrecon.cgi?PAGE=lbSearch&SEQ=20091105174323&PID=qxmCTCApUpM2jALCBcyX4&LRP=bbSearch>. Instructors pick up materials by presenting a valid i-card at the Daley Library Reserves Desk. Specific questions and concerns may also be addressed to Ms. Pia Hunter, Library Specialist in charge of video orders, at huntress@uic.edu.

The Daley Library acquisitions staff will usually purchase DVDs for UIC courses if they are not already in the collection. Please request such purchases well in advance. Use the "Suggestions for the Library's Collections" Web page at <http://www.uic.edu/depts/lib/libmail/book.shtml>. Be sure to specify if there a specific version or edition that is preferred and where it can be purchased if the source is not readily known. If a personal confirmation of the receipt of the request and its status is desired, make a note in the Web form, otherwise the order might be handled without further direct communications.

If an item is not currently available for purchase or does not fit within the library's budget, it is often possible to order it directly through Interlibrary Loan. The instructor must have registered at <http://uic.illia.oclc.org/illiad/IAY/logon.html> to use this service. Requests for course materials are charged to the instructor's account like any other materials and any overdue charges are his or her responsibility. Please order materials at least three weeks in advance. Items requested through Interlibrary Loan must be picked up at the Daley Library Circulation Desk, not the Reserves Desk. If the items are for student use, the Reserves Desk can place them on restricted reserve. Email LIB-RES@uic.edu for this service. Questions on these procedures can be directed to the Interlibrary Loan staff in the circulation area of the Daley Library.

In some instances, having the Library rent videos or DVDs or 16-mm films might be necessary. The Daley Library absorbs the cost to rent films from other places, but asks that instructors request only titles *required* for the course. Please order at least three weeks in advance. Last-minute requests require expedited shipping charges and may therefore be denied. Consult Ms. Pia Hunter, Library Specialist in charge of video orders, for ordering instructions and sign-out procedures: huntress@uic.edu

Outside Viewing

Even if a screening session is included in the course format, students should be encouraged to watch the films for the course at least once on their own to get a vivid and nuanced impression of content and form and to begin the work of close analysis. There are several ways for students to access and watch films outside of class time.

The Reserve Desk at the Daley library can lend VHS tapes and DVDs to students under a variety of conditions, ranging from in-room-use-only to three-day-loan. Reserves Staff will only lend items that conform to current copyright law, so the material must be either 1) the library's property 2) legitimate copies that belong to the instructor or 3) copies the staff of the Reserve Desk have acquired for the instructor through Interlibrary Loan or have rented exclusively for instructional purposes. Instructors and students pick up materials by presenting a valid i-card at the Daley Library Reserves Desk.

Students should be strongly encouraged to establish a Netflix.com, Facets.org, GreenCine.com or Blockbuster.com mail order account for home delivery of materials. Facets has the advantage of being a local, independent institution with a storefront in Chicago where students can browse or pick up items in person, but Netflix and Blockbuster offer select films streaming on-demand. Some students choose to maintain accounts with multiple services. The cost of doing so over the course of a semester can be less

than that of a traditional course textbook or the lab fee for another course. Amazon.com and iTunes also offer streaming video rentals and downloadable purchases. Sites such as <http://video.tvguide.com> survey links to films and film materials on-line. The instructor could help students by scouting out the best membership or purchasing options for course titles in advance.

Students should also be reminded that public libraries hold vast collections of international materials on DVD and VHS and that they can make use of them at a very low cost, sometimes for free. Using Interlibrary Loan between public libraries is also encouraged.

Certain video materials are available free through Websites such as YouTube.com, Hulu.com, classiccinemaonline.com, and theauteurs.com. In the best-case scenario, a film can be watched full-screen in high resolution. In the worst-case scenario, a film is truncated, appears in a small format, is available only in low resolution or is being streamed illegally. Many videos on YouTube are knock-offs, memes or re-edited clips that students might not be able to distinguish from the film they are intended to watch. Teach students the distinction between the various on-line outlets for video materials and encourage them to search regularly to see if they can view, or re-view course materials on-line. Update anything linked to Blackboard or other course sites regularly, as they can change from week to week.

Individual Screenings

The Reserves Room at the Daley Library has DVD and VHS viewing stations where students can watch materials owned by UIC or brought in by the student during regular library hours.

Group Screenings

If students would like to watch a film as a group they can schedule a screening on one of the large TV screens in the Language Oasis (GH 308) in Grant Hall. To make a reservation send an email to lclc@uic.edu.

Using Blackboard for Streaming Video

The Instructional Technology Lab can help upload video materials onto course Blackboard sites. The quality and reliability of the transmission is not always optimal, but a Blackboard file can be a good backup for instructors or students who cannot get the DVD. Contact the ITL about video streaming and recording services at <http://www.uic.edu/depts/accc/itl/streaming/index.html> and the Blackboard staff of UIC at blackboard@uic.edu. Please account for any wait time due to the heavy work load of the ITL and Blackboard staffs.

Links to on-line sources are also possible through Blackboard.

Other ITL Services

Visit the Instructional Technology Lab in Daley Library during open hours or make an appointment to digitize VHS tapes or to learn how to download, record and transfer on-line videos, etc. <http://www.uic.edu/depts/accc/itl/streaming/index.html> .

Student Media Lab

New Student Media Labs have opened on campus. The East Campus SML is in the Daley Library. Encourage students to visit during open hours to explore how they can begin to use visual media in new and creative ways beyond what is presented here. See <http://www.uic.edu/depts/accc/sml/>

Valuable Contacts

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Learning Environments and Technology Services (LETS)
classrooms@uic.edu
312.996.2751
<http://www.uic.edu/depts/accc/lets/>

Richard J. Daley Library Catalog Advanced Search Page
<https://i-share.carli.illinois.edu/uic/cgi-bin/Pwebrecon.cgi?PAGE=lbSearch&SEQ=20091105174323&PID=qxmCTCApUpM2jALCBcyX4&LRP=bbSearch>

Richard J. Daley Library Reserve Desk Video Circulation Services
LIB-RES@uic.edu
(312) 996-2719

Ms. Pia Hunter, Richard J. Daley Library Video Order Library Specialist
huntress@uic.edu
(312) 996-2719

Richard J. Daley Library Acquisitions/Collections Development
(312) 996-2730
<http://www.uic.edu/depts/lib/libmail/book.shtml>
<http://library.uic.edu/home/services/ask-a-librarian>

Richard J. Daley Library Interlibrary Loan Services
312-996-4886
lib-ill@uic.edu
<http://library.uic.edu/home/services/interlibrary-loan-and-article-delivery>

Instructional Technology Lab
<http://www.uic.edu/depts/accc/itl/streaming/index.html>

Blackboard Services
blackboard@uic.edu
<http://www.uic.edu/depts/accc/itl/blackboard/>

Sandi Port-Errant Language and Culture Learning Center
lclc@uic.edu
312-996-8838
<http://www.uic.edu/depts/lclc/home/index.shtml>

Student Media Lab
<http://www.uic.edu/depts/accc/sml/>