School of Creative Arts
Film Studies
Junior and Senior Fresh Handbook
2018–2019
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Organisation and structure

Welcome to the 2018-2019 handbook for TSM Film Studies Junior and Senior Fresh students. The aim of this handbook is to help you find your way around your Film Studies course details and requirements and to describe the facilities and functions of the Film Studies department. It is intended to complement information found in the Students' Union Handbook and the University Calendar. The latter includes details of university regulations and procedures and may be consulted online, in the School office, Berkeley Library or through your Tutor. We would welcome any suggestions as to how to make the handbook more useful to you. Please send any comments or suggestions to Assoc. Prof. Ruth Barton (bartonr@tcd.ie).

Regulation notification

This handbook applies to Junior and Senior Fresh students taking TSM Film Studies. It provides a guide to what is expected of you on this programme and the academic and personal support available to you. It is available to download from the School website. Please retain for future reference.

The information provided in this handbook is accurate at time of preparation. Any necessary revisions will be notified to students via email. Please note that although every effort has been made to ensure the accuracy of the contents of this Handbook, it is not a legally binding document and the School of Creative Arts reserves the right to modify any element, subject to the normal regulations of the university.

In the event of any conflict or inconsistency between the General Regulations published in the University of Dublin Calendar (http://www.tcd.ie/calendar/) and this handbook, the provisions of the General Regulations will prevail.

Alternative formats of the Handbook can be made on request.
General Information

Administration, health and wellbeing

Please remember that there are supports in place for you at Trinity if you need help. In the case of administrative questions, please contact the Fresh Convenor, Dr Jennifer O’Meara (jennifer.omeara@tcd.ie) or Ms Imogen Pollard, Film Studies administrator (filmstds@tcd.ie) Answers to questions such as deadlines for essays etc. should all be available on your course outlines and on Blackboard.

If you feel that you may miss a lecture or seminar, please let the lecturer or seminar leader know directly. If you are ill and unable to attend, please submit a med cert to Dr O’Meara or Ms Pollard within 10 days of your illness. If you are ill, but have not attended a doctor, please ask your tutor to do this on your behalf.

Remember that the Tutorial Service (https://www.tcd.ie/seniortutor/) should be your first port of call for all concerns around your welfare at Trinity and ensure that you know who your tutor is and how to contact them. They may in turn refer you to Student Counselling or the College Health service.

Please see further information on student support services online at http://www.tcd.ie/students/supports-services/.

If your year shares any concerns (around deadlines for instance), please communicate these to us via your class rep. We will hold regular class rep meetings during the academic year, which is an opportunity to discuss general concerns with us.

Student-2-Student

From the moment you arrive in College and throughout your first year Student 2 Student (S2S) is here to make sure your first year is fun, engaging and a great foundation for the rest of your time in Trinity. You’ll meet your two S2S mentors in Freshers Week and they will make sure you know other people in your course before your classes even start. They’ll keep in regular touch with you throughout your first year and invite you to events on and off campus. They will also give you useful information about your course and what to look out for. Mentors are students who have been through first year and know exactly what it feels like, so you never have to worry about asking them a question or talking to them about anything that’s worrying you. S2S also offers trained Peer Supporters if you want to talk confidentially to another student or just to meet a friendly face for a coffee and a chat. S2S is supported by the Senior Tutor’s Office and the Student Counselling Service.

http://student2student.tcd.ie
E-mail: student2student@tcd.ie
Phone: + 353 1 896 2438
Societies and Activities
It is important to get involved in the many student societies at Trinity. Even if you do not join during Freshers’ Week, you can join later. You can find a list of all student societies here: http://trinitysocieties.ie. Many Film students join DU Film (email contact - film@csc.tcd.ie).

Trinity College Students’ Union (TCDSU)
You will be asked to elect a Class Representative at the beginning of the academic year. This is an important position and the person elected will be expected to take an active part in Trinity’s Students’ Union. This is a democratic student body, elected by you and run for you. They are there to help with issues that may arise around welfare, organising activities, and to communicate between the student body and college. Your class rep may also organise social activities for your year and will meet with staff in Film Studies regularly. For more on TCDSU, please see: https://www.tcdsu.org.

Data Protection
Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and we have prepared this short guide to ensure you understand how we obtain, use and disclose student data in the course of performing University functions and services. For more on our data protection policy, see: https://www.tcd.ie/info_compliance/data-protection/student-data/
General programme information

Introduction

Welcome to Film Studies at Trinity College Dublin.

Film Studies is part of the School of Creative Arts. Students can study Film in combination with another Arts subject for a TSM (Two-Subject Moderatorship) degree. The three or four years of the Film Studies TSM programme allow students to sample a wide range of film and digital media texts and become fully immersed in the intellectual currents that flow in and around them. From the beginning, questions of history, theory and context combine with issues of close analysis and interpretation to provide a course that is both rigorous and rewarding. From the Senior Fresh years, students will be introduced to the basics of screenwriting and film production.

Students are expected to attend all taught components of the programme.

Enjoy your year!

Assoc. Prof. Ruth Barton, Head of Film Studies
Contact information

Address:  Film Studies, Samuel Beckett Centre, Trinity College, Dublin 2, Republic of Ireland

Telephone:  01 896 2617
Web:  https://www.tcd.ie/creative-arts/film/
Email:  filmstuds@tcd.ie

Full-time members of staff are available to discuss matters related to their modules and your academic progress during their weekly office hours. Information re. staff office hours will be circulated at the beginning of each semester. If you are unable to attend during staff office hours you may email to arrange another appointment.

Staff contact information

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Matthew Causey</td>
<td>Head of School and Director of Arts Technology Research Laboratory (ATRL)</td>
<td><a href="mailto:causeym@tcd.ie">causeym@tcd.ie</a></td>
<td>4920</td>
</tr>
<tr>
<td>Ms Chrissie Poulter</td>
<td>Director of Teaching &amp; Learning (Undergraduate) MT</td>
<td><a href="mailto:cpoulter@tcd.ie">cpoulter@tcd.ie</a></td>
<td>3544</td>
</tr>
<tr>
<td>Dr Nicholas Johnson</td>
<td>Director of Teaching &amp; Learning (Undergraduate) HT</td>
<td><a href="mailto:johnson@tcd.ie">johnson@tcd.ie</a></td>
<td>2295</td>
</tr>
<tr>
<td>Dr Ruth Barton</td>
<td>Head of Film Studies</td>
<td><a href="mailto:ruth.barton@tcd.ie">ruth.barton@tcd.ie</a></td>
<td>3512</td>
</tr>
<tr>
<td>Dr Paula Quigley</td>
<td>M.Phil. Convenor</td>
<td><a href="mailto:pquigley@tcd.ie">pquigley@tcd.ie</a></td>
<td>2961</td>
</tr>
<tr>
<td>Dr Justin MacGregor</td>
<td>Exams/Library Convenor</td>
<td><a href="mailto:macgregj@tcd.ie">macgregj@tcd.ie</a></td>
<td>3962</td>
</tr>
<tr>
<td>Dr Jennifer O'Meara</td>
<td>Fresher Convenor</td>
<td><a href="mailto:omearaj1@tcd.ie">omearaj1@tcd.ie</a></td>
<td>3970</td>
</tr>
<tr>
<td>Dr Conor O'Kelly</td>
<td>Sophister Convenor</td>
<td><a href="mailto:okellyco@tcd.ie">okellyco@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Ms Imogen Pollard</td>
<td>Executive Officer</td>
<td><a href="mailto:filmstuds@tcd.ie">filmstuds@tcd.ie</a></td>
<td>2617</td>
</tr>
</tbody>
</table>

Assistant lecturers and seminar leaders

<table>
<thead>
<tr>
<th>Name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Steven Benedict</td>
<td><a href="mailto:sbenedic@tcd.ie">sbenedic@tcd.ie</a></td>
</tr>
<tr>
<td>Dr Barry Nevin</td>
<td><a href="mailto:453991@dit.ie">453991@dit.ie</a></td>
</tr>
</tbody>
</table>
Key dates

The academic timetable can always be found on the Calendar website - https://www.tcd.ie/calendar/academic-year-structure/

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-07.9.18</td>
<td>Freshers’ Week / General Orientation</td>
</tr>
<tr>
<td>10.9.18</td>
<td>Michaelmas Term (Semester 1) teaching begins</td>
</tr>
<tr>
<td>22-26.10.18</td>
<td>Reading Week</td>
</tr>
<tr>
<td>30.11.18</td>
<td>Michaelmas Term (Semester 1) teaching ends</td>
</tr>
<tr>
<td>2.1.19</td>
<td>Hilary Term (Semester 2) teaching begins</td>
</tr>
<tr>
<td>04-08.3.19</td>
<td>Reading Week</td>
</tr>
<tr>
<td>12.4.19</td>
<td>Hilary Term (Semester 2) teaching ends</td>
</tr>
<tr>
<td>29.4.19</td>
<td>Trinity Term begins</td>
</tr>
<tr>
<td>24.5.19</td>
<td>Trinity Term ends</td>
</tr>
</tbody>
</table>

**Note that College is closed on the following dates 2018–19:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.10.18</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>24.12.18–1.1.19 (inclusive)</td>
<td>Christmas Period</td>
</tr>
<tr>
<td>17.3.19</td>
<td>St Patrick’s Day</td>
</tr>
<tr>
<td>19.4.19</td>
<td>Good Friday</td>
</tr>
<tr>
<td>22.4.19</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>6.5.19</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>3.6.19</td>
<td>Public Holiday</td>
</tr>
</tbody>
</table>

Dates for submission of coursework vary from module to module. Please make sure to consult your module outline on Blackboard for all details of submission requirements and deadlines.

Online resources

**Virtual learning environment (VLE)**

Online resources for all modules that students are enrolled in, including full module descriptors and compulsory reading lists, are stored in Blackboard available at https://tcd.blackboard.com/.

**Student Information System (SITS)**

All communications from College will be sent to you via your online portal https://my.tcd.ie which will give you access to an ‘in-tray’ of your messages. You will also be able to view your timetables online. Details about modules may also be read on SITS. All fee invoices/payments, student levies and commencement fees will be issued online and all payments will be carried out online. You may view your personal details in the system, some sections of which you will be able to edit yourself. You will be able to check your examination results online via SITS.
Key locations
The Film Studies Office is located on the second floor of 192 Pearse Street. The Film Studies notice boards are located in the following places: the Screening Room in 191 Pearse Street, and in the corridors of the Samuel Beckett Centre and 191/192 Pearse Street.

The Department of Drama Studies office is located on the ground floor of the Samuel Beckett Centre. You will also find the Samuel Beckett Theatre here.

If you need to navigate campus, please use https://www.tcd.ie/Maps/

Library Holdings and Resources
Books and Articles
It is essential to equip yourself with books and you must acquire copies of set texts: you will not be able to depend on the library for such texts. Reading lists for each module are available from the beginning of term and you should start reading the texts that figure in the early weeks as soon as possible. Individual lecturers will give more information about the texts they assign. Occasionally, lecturers will post copies of key articles on Blackboard.

Main Libraries
The main library for Film Studies students is the Ussher, but you will also need to use other parts of the library or to call up books not on open shelves. The library catalogue can be accessed electronically from within the library and remotely. You may also find it useful to consult the library at the Irish Film Institute in Temple Bar.

Film Studies Screening Room
Many of the screenings, lectures and seminars take place in the Screening Room on the first floor of 191 Pearse Street (the entrance is the same as to 192 Pearse Street)
and in the Film Studies seminar room. These rooms are in constant use and it is your responsibility to ensure that the rooms are kept tidy at all times.

**Film Studies Office opening hours**  
Monday-Thursday: 11am -1pm & 2pm-5pm  
Friday: 11am-1pm

**Berkeley Library DVD Holdings**  
All scheduled films are held on DVD in the Main Library. These are held in the Multimedia Area beside the main BLU counter in the Library. Viewing booths are available for watching DVDs in the Main Library.

**Common Abbreviations**  
The following are common abbreviations used throughout College.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT</td>
<td>Michaelmas Term (Sept-Dec)</td>
</tr>
<tr>
<td>HT</td>
<td>Hilary Term (Jan-April)</td>
</tr>
<tr>
<td>TT</td>
<td>Trinity Term (April-June)</td>
</tr>
<tr>
<td>TSM</td>
<td>Two-subject Moderatorship</td>
</tr>
<tr>
<td>FS</td>
<td>Film Studies</td>
</tr>
<tr>
<td>BC</td>
<td>Broad Curriculum</td>
</tr>
<tr>
<td>JF</td>
<td>Junior Fresh (1st year)</td>
</tr>
<tr>
<td>SF</td>
<td>Senior Fresh (2nd year)</td>
</tr>
<tr>
<td>JS</td>
<td>Junior Sophister (3rd Year)</td>
</tr>
<tr>
<td>SS</td>
<td>Senior Sophister (4th Year)</td>
</tr>
<tr>
<td>SBC</td>
<td>Samuel Beckett Centre</td>
</tr>
<tr>
<td>191/192</td>
<td>191/192 Pearse Street (where Film Studies is located)</td>
</tr>
</tbody>
</table>

**Health and safety**

**No Smoking**  
All spaces operated by the School of Creative Arts are governed by a strict NO-SMOKING policy (policy available at [https://www.tcd.ie/hr/assets/pdf/procedure35-smoking.pdf](https://www.tcd.ie/hr/assets/pdf/procedure35-smoking.pdf)) and NO exceptions will be made to this rule. Vaping is included in this policy. This includes the Samuel Beckett Centre and the corridors in 191 and 192 Pearse Street. Any evidence of smoking (discarded cigarette ends etc.) could invalidate the School’s insurance and result in a heavy fine.

**Fire Exits**  
All fire exits are clearly marked and it is essential that these exits are not blocked. It is also important to ensure that doors are NOT held open with or blocked by fire-fighting equipment. Extinguishers and buckets should remain in their allocated places and not be moved without good reason. This rule applies to all doors, especially those that offer potential access to public spaces. ANY violation of this rule will be reported.
Building Security and Personal Safety
The School operates a series of security-coded doors and it is YOUR responsibility to treat the codes as confidential. Information about the door codes is available from the School’s administrative office. Do not divulge these codes to anyone else.

Burglaries occasionally take place at Trinity and this means that only those people with official School business are allowed to enter the School’s buildings. If you have any doubts about anyone appearing ‘lost’ or behaving suspiciously then you should contact the School office, a member of staff or College security immediately. Also please ensure that you keep your valuables with you at ALL times.

Emergency Procedure
In the event of an emergency, dial Security Services on extension 1999 or 01 8961999 from a mobile phone. Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (in case of emergency).
Teaching and Learning

Structure of Degree
In the first two years of your degree, you will take compulsory modules only. In your sophister years, you will take a mixture of compulsory and optional modules. In your Junior Sophister year, you will be able to choose which subject of your Two Subject Moderatorship you will major in. Your final degree is weighted 50-50 between your Junior and Senior Sophister years.

Plagiarism
Please read this section carefully.

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at http://tcd-ie.libguides.com/plagiarism

We ask you to take the following steps:
- Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at http://tcd-ie.libguides.com/plagiarism.
  - You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism located on this website and the sanctions which are applied.
  - Completing the tutorial is compulsory for all students.
- Familiarise yourself with the declaration that you will be asked to sign when submitting course work at http://tcd-ie.libguides.com/plagiarism/declaration.
- Contact your College Tutor, your Course Director or your Lecturer if you are unsure about any aspect of plagiarism.

Referencing
ALL essays/assignments require a clear and coherent referencing system. It is essential that you provide evidence of the sources of ANY information you use in your essay/assignment that comes from elsewhere.

Two of the most common ways of doing this are by using FOOTNOTES or ENDNOTES. Footnotes appear at the bottom of the page and Endnotes appear at the end of the document.

Microsoft Word will automatically insert Footnotes and Endnotes for you. Whichever system you choose to adopt you must ensure that your notes are as complete and consistent as possible.

Pay particular attention to page numbers.
Notes on referencing
The official style guide for Film Studies is the Chicago Manual of Style, which you will find online at: http://www.chicagomanualofstyle.org/tools_citationguide.html. Please use the Notes and Bibliography option.

Film Studies specific requirements are:
- Film and book titles should be italicised.
- After the first mention of a film character, you should include the actor’s name in brackets.
- After the first mention of a film, you should provide the director’s name and date of release in brackets.

Bibliography
A bibliography must be included at the conclusion of all essays/assignments. Entries should be listed alphabetically by author’s surname and should also include FULL details of date, place and publisher.

If you are in any doubt then consider the way in which books you read for the course organise their information. The Bibliography should list titles referenced in the text. You may include a ‘Works Consulted’ section to indicate further reading that you do not directly cite.

Filmography
You should also include an alphabetical list of ALL films viewed or referred to in your essay. This should follow your bibliography.

Example:
Blade Runner (Ridley Scott, 1982)
Double Indemnity (Billy Wilder, 1944)
Paris, Texas (Wim Wenders, 1984)

Credit System (ECTS)
The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.
The European norm for full-time study over one academic year is 60 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

**ECTS credits are awarded to a student only upon successful completion of the course year.** Progression from one year to the next is determined by the course regulations. Students who fail a year of their course will not obtain credit for that year even if they have passed certain component courses. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

**Junior and Senior Fresh Module Information**
Dr Jennifer O’Meara is the Junior and Senior Fresh Convenor. Any problems or queries should be addressed to Dr O’Meara as they arise.

**Freshman summary of commitment**
Junior and Senior Fresh students are registered for six compulsory modules over two terms. Most modules consist of a weekly screening, lecture, and seminar, although some modules are organised differently. You are expected to have viewed the required material and to have read the required texts before the lecture and seminar. You are expected to be fully prepared and ready for discussion. Your seminar preparation will be guided by the module outline.

**Assessment**
To rise with their class, students must attend satisfactorily the lectures and seminars given in their subjects of their course each term; perform the prescribed exercises; pass, in accordance with the regulations, the prescribed assignments; and meet special examination requirements (if any) prescribed by the school or department.

**Junior Fresh Module Information**

<table>
<thead>
<tr>
<th>Title/code</th>
<th>ECTS</th>
<th>Term</th>
<th>Contact hours</th>
<th>Module Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS1005 Introduction to Film Theory 1</td>
<td>5</td>
<td>1</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Paula Quigley</td>
</tr>
<tr>
<td>FS1010 Introduction to European Cinema</td>
<td>5</td>
<td>1</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Jennifer O’Meara</td>
</tr>
<tr>
<td>FS1007 American Cinema From the Silent Era to the 1930s</td>
<td>5</td>
<td>1</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Ruth Barton</td>
</tr>
<tr>
<td>FS1008 Introduction to Film Theory 2</td>
<td>5</td>
<td>2</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Paula Quigley</td>
</tr>
<tr>
<td>FS1009 American Cinema From the 1930s to the 1950s</td>
<td>5</td>
<td>2</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Jennifer O’Meara</td>
</tr>
<tr>
<td>FS1011 Introduction to non-Western cinemas</td>
<td>5</td>
<td>2</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Ruth Barton</td>
</tr>
</tbody>
</table>
### Senior Fresh Module Information

<table>
<thead>
<tr>
<th>Title/code</th>
<th>ECTS</th>
<th>Term</th>
<th>Contact hours</th>
<th>Module Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 2014 Non-Western Cinemas</td>
<td>5</td>
<td>1</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Ruth Barton</td>
</tr>
<tr>
<td>FS2009 Introduction to Screenwriting</td>
<td>5</td>
<td>1</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Justin MacGregor</td>
</tr>
<tr>
<td>FS2011 European Cinemas</td>
<td>5</td>
<td>1</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Jennifer O’Meara</td>
</tr>
<tr>
<td>FS2015 Fundamentals of Film Practice</td>
<td>5</td>
<td>2</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Justin MacGregor</td>
</tr>
<tr>
<td>FS2013 Introduction to Digital Media</td>
<td>5</td>
<td>2</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Jennifer O’Meara</td>
</tr>
<tr>
<td>FS2012 Ireland and the cinema</td>
<td>5</td>
<td>2</td>
<td>11hrs lectures; 11hrs seminars; 22hrs screenings</td>
<td>Dr Ruth Barton</td>
</tr>
</tbody>
</table>

Attendance at lectures, seminars and practice-based classes is compulsory. Punctuality is demanded of everyone, so that classes begin and end on time. A student who arrives for a lecture, seminar or workshop over 10 minutes late will be considered as absent.

**Lectures**

Lectures and seminars last 50 minutes, starting on the hour. Senior Fresh practice-based classes last for one hour and 50 minutes. Lectures and seminars are designed to help you in your reading and understanding of film and digital media studies. While it is not necessary to write down the lecturer’s every word, taking notes of the chief points is essential.

**Seminars**

Seminars meet weekly in small groups. You must be properly prepared for seminars by doing all the reading, viewing, and preparation assigned by the lecturers and seminar leaders. Seminars give you an opportunity to try out your own ideas and enter into discussions about film, digital media, and related cultural areas.

**Screenings**

Most lectures are accompanied by a relevant screening. Students are expected to attend all screenings and to come to class prepared to discuss the film in question. Sometimes lecturers and/or seminar leaders will suggest additional viewing that can be done in your own time. Screenings should be treated with the same respect as any other academic activity. Eating or drinking is not allowed during screenings and students must not disrupt another person’s viewing by arriving late, making noise or behaving inappropriately.
Study abroad

Student exchange schemes
The School of Creative Arts participates in a number of exchange schemes with other European universities and with eight campuses of the University of California. It is possible for some students to take their JS year abroad. This possibility is dependent upon the course requirements for each of your subjects being fulfilled. Students should also be aware of the possibility that certain subject combinations can complicate the exchange procedure. Students should contact Dr Ruth Barton for further information and advice. It is advisable to do this well in advance, as early in the SF year as possible. Outgoing exchange students must have their academic programmes abroad approved Dr Barton should stay in contact with Dr Barton during their time abroad to ensure their academic programme satisfies Trinity requirements.

PLEASE NOTE: Poor attendance, failed examinations and/or inconsistent or inadequate coursework may affect a student’s likelihood of being accepted onto an exchange programme. In the event of competition for Erasmus places, decisions will be based on academic performance and participation.
Assessment
Modules may be assessed by any combination of essay, assignment, coursework and class participation. Practice-based modules may be assessed differently. It is your responsibility to ensure that you are aware of the assessment requirements for all modules. Assessment information will be distributed by module coordinators.

Presenting coursework
There are formal requirements for the presentation and submission of coursework and you must familiarise yourself with these straightaway.

Presentation requirements
- All essays/assignments must be word-processed
- Essays/assignments must be double-spaced
- Pages must be numbered on the bottom right-hand side
- Arial or a sans-serif font size 12 must be used
- All submissions must have adequate margins at either side of the page

You must proofread your work carefully before submission. Poor presentation is not acceptable.

Penalties will be applied to essays/assignments that do not adhere to the word length or other requirements. Please include the word length at the end of your essay.

ESSAYS/ASSIGNMENTS ABOVE OR BELOW THE REQUIRED WORD COUNT MAY BE LIABLE TO PENALTIES.

Submitting essays/assignments
www.turnitin.com
www.turnitin.com is software that facilitates the detection of plagiarism. All essays and assignments must be submitted to www.turnitin.com. Details for submission are attached to module outlines and it is your responsibility to keep these details safe. You should pay particular attention to deadlines and submit your electronic version before the essay deadline.

NB: Essays and assignments that have not been submitted to www.turnitin.com, or that have been submitted to www.turnitin.com after the deadline without an approved extension, will not be accepted and will be recorded as zero.

Assignment Marking
Academic assignments will be marked on www.turnitin.com. Students can read comments and grades on turnitin.com after the assignment post date, as recorded on the module outline.

Late submission or non-submission of coursework
Students must satisfy the requirements of the assessment and attendance elements of the course work. The regulations regarding the non-submission or late submission of
Assignments are as follows: no assignments will be accepted after the deadline without an extension approved by the Junior and Senior Fresh Convenor and supported by relevant documentation. A non-submission will be recorded as zero.

**THIS POLICY WILL BE RIGOROUSLY APPLIED.**

**Assessment Extension Approval**
The deadline for submission of an assessment will be extended only when reasonable evidence as to why the assessment is late can be supplied (e.g. a medical certificate or other acceptable documentation). You must apply to the Junior and Senior Fresh Convenor via email for an assignment extension. Extensions should be sought prior to the assessment deadline and the accompanying medical certificate or other appropriate documentation, clearly indicating the period for which you wish to be excused, should be submitted to the Film Studies Executive Officer within ten working days of returning to College.

There are academic support services available to all students via [https://www.tcd.ie/Student_Counselling/student-learning/](https://www.tcd.ie/Student_Counselling/student-learning/).

**Marking system**
The following criteria are a useful guide for the examination of undergraduate work:

**First Class Honours (70-100)**
- Excellent knowledge
- Exemplary structure and presentation
- Critical use of secondary material
- Independence of mind/imagination
- Consistent performance

85-100: work of exceptional merit, far in excess of what is expected of an undergraduate.
75-85: work of outstanding merit showing insight, profundity, and creative invention, characterised by involvement with subject matter, breadth of appropriate reference, and both conceptual and stylistic ability.
70-74: work of clearly superior standard that reveals a very high degree of understanding and exposition.

**Second Class Honours (II.1) (60-69)**
- Aware of full implications of the question
- Thorough knowledge of subject/text
- Analytic ability
- Good structure and presentation
- Good use of secondary sources

60-69: very good work characterised by coherence and relevance, soundness of argument, appropriateness of reference, depth of background knowledge and
discrimination. Some qualities of First Class work may be in evidence but the difference will be in degree or realisation.

Second Class Honours (II.2) (50-59)
- Aware of implications of question
- Effective structure and presentation
- Solid and reliable/Sound knowledge

50-59: consistently solid work reflecting honest application and satisfactory achievement without completely attaining the creative invention or analytic depth associated with the higher grades. The work may be characterised by an over-reliance on secondary sources at the expense of personal involvement, confining itself to a narrow or predictable line of argument with a tendency to description rather than interpretative engagement.

Third Class Honours (III) (40-49)
- Understanding the question
- Satisfactory engagement with question
- Relevant knowledge
- Adequate presentation and capacity to articulate

40-49: work which demonstrates an adequate background knowledge but no consistent ability to investigate it in depth; an ability to sustain only a basic argument without sufficient analysis to achieve insight or coherence; repetitiveness, excessive reliance on secondary sources, imprecise expression or descriptive generalisation.

FAIL (0-39)
Fail (F1) 30-39
- Serious misunderstanding of question
- Minimal knowledge
- Incoherence.

The potential of the candidate to proceed to the next year is an important consideration in this grade.

30-39: a minimal level of attainment just below that of honours level indicating a failure to demonstrate most of the standards set out above.

FAIL (F2) 1-29
Written work in the F2 range will reveal some or all of the weaknesses noted under F1, but to a greater, perhaps extreme, extent.

1-29: insufficient level of attainment.

Non-Submission
0: non-submission.
Awards
Students completing an undergraduate degree including Film Studies will qualify with a Joint Honors qualification, Level 8 on the Irish National Framework of Qualifications.

Students who have passed the Junior Sophister year may have the ordinary degree of B.A. conferred if they do not proceed to the Senior Sophister year or if they do not pass the Senior Sophister year/final degree assessments. Except by special permission of the University Council, on the recommendation of the court of examiners, the ordinary degree of B.A. may normally be conferred only on candidates who have spent at least three years in the University. In the case of advanced entry into the Senior Freshman or Junior Sophister year of a student’s degree course, the degree of ordinary B.A. may be conferred only on candidates who have spent at least two years in the University subject always to the successful completion of the Junior Sophister year.

External examiner
The undergraduate external examiner for academic year 2018/19 is Professor Catherine Grant, Professor of Digital Media and Screen Studies at Birkbeck, University of London.

Programme outcomes
On successful completion of the Film Studies programme, students should be able to:

<table>
<thead>
<tr>
<th>Learning outcome</th>
<th>TEP Graduate attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synthesise their comprehensive knowledge of film and digital media studies within a wider economic, industrial, aesthetic and socio-cultural context;</td>
<td>➢ to think independently ➢ to act responsibly</td>
</tr>
<tr>
<td>Analyse current issues within film and digital media studies within the broader context of contemporary intellectual currents;</td>
<td>➢ to think independently ➢ to act responsibly ➢ to communicate effectively</td>
</tr>
<tr>
<td>Interpret film and digital media texts and related texts informed by up-to-date debates surrounding media and representation;</td>
<td>➢ to think independently ➢ to develop continuously ➢ to communicate effectively</td>
</tr>
<tr>
<td>Critically apply and appraise the principles of scriptwriting and digital video production in a practical and creative context;</td>
<td>➢ to think independently</td>
</tr>
</tbody>
</table>
University regulations
All staff and students in Trinity are bound to comply with several agreed policies listed in detail at http://www.tcd.ie/teaching-learning/academic-policies/.

There is also a policy document outlining the procedure for student complaints - https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PU8.pdf.

Trinity is committed to supporting a collegiate environment in which staff, students and other community members are treated with dignity and respect. Bullying and harassment (including sexual and racial harassment) are not tolerated in Trinity. The Dignity and Respect Policy (available at https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf) lays out:

- Roles and responsibilities
- Sources of help and support
- Informal and formal procedures for addressing any bullying or harassment issues that may arise
  - Mediation is also available

Feedback
Teaching and Learning is evaluated annually by students through mandatory undergraduate module evaluations and postgraduate taught programme evaluations, and by participation in the Irish Survey of Student Engagement (ISSE) and the International Student Barometer (ISB). Further information on evaluations of teaching and learning can be requested from Trinity’s Quality Office https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php.

If issues arise during the year, please notify Dr Jennifer O’Meara, Fresher Convenor and/or the class rep to ensure issues are resolved.

Scholarships and prizes
Foundation scholarship examination
Each year, before Hilary Term begins, Senior Fresh students may present for the Scholarship Examination. The Scholarship Examination recognises and rewards exceptional academic ability. The Scholarship examination is a searching examination, suitable for the Senior Fresh level, of two papers. To be awarded a Scholarship a candidate must have an average mark of 70% or higher, and in addition the grade profile of the candidate should indicate a majority of first class marks. Please consult the Examinations Office webpage for information regarding applying to sit the Scholarship Examination. Students considering taking the Scholarship Examination may arrange an appointment with a member of staff to discuss the examination process.
Careers Advisory Service
What do you want to do? How will you get there? We are here to support you in answering these and other questions about your career.

Junior and Senior Fresh Students
Get Involved: Remember that your course of study, extra-curricular activities, voluntary and part-time work all provide opportunities for developing skills and gaining an insight into your career preferences. In your Senior Fresh year, look out for short-term internship opportunities.
MyCareer: Log in to MyCareer to keep abreast of jobs, study and careers events of interest to you.

Junior Sophisters
Attend class seminar: Typically this takes place in Hilary term and includes information on applying for work experience and internships and postgraduate study.
Get work experience: The programme of summer work experience and internships is particularly relevant to Junior Sophisters. Personalise your MyCareer profile to receive email alerts tailored to your preferences.
MyCareer: Log in to MyCareer to keep abreast of jobs, study and careers events of interest to you.

Finalists and Senior Sophisters
Meet Employers and/or Explore Further Study: You may have decided to seek employment directly after graduation and many employers visit Dublin to actively seek out talented graduates. For others, further study may be their preferred option. Your MyCareer dashboard will keep you informed.
Find Jobs: Personalise your MyCareer profile to receive email alerts tailored to your interests.
Attend class seminar: Typically this takes place in Michaelmas term and includes information on applying for postgraduate study and jobs.
Mentoring: An opportunity to get advice and support from a Trinity graduate.
Drop-In CV/LinkedIn Clinics: We also provide support at a practical level, helping you to improve your applications, which will benefit you in securing your future, whether in employment or further study.
Practice Interviews: A practice interview tailored to the job/course of your choice with practical feedback.
MyCareer: Log in to MyCareer to keep abreast of jobs, study and careers events of interest to you.

MyCareer
An online service that you can use to:
- Apply for opportunities which match your preferences - vacancies including research options
- Search opportunities- postgraduate courses and funding
- View and book onto employer and CAS events
- Submit your career queries to the CAS team
- Book an appointment with your Careers Consultant
  Simply login to MyCareer using your Trinity username and password and personalise your profile.

**Careers Advisory Service**
Trinity College Dublin, 7-9 South Leinster Street, Dublin 2
01 896 1705/1721  |  Submit a career query through MyCareer

MyCareer
mycareerconnect.tcd.ie

www.tcd.ie/Careers/students/postgraduate/

TCD.Careers.Service
@TCDCareers

TCDCareers
tinyurl.com/LinkedIn-TCD-Connecting

**Opening Hours**
**During term:** 9.30am - 5.00pm, Monday - Friday
**Out of Term:** 9.30am - 12.30pm & 2.15 - 5.00pm, Monday - Friday