

## **FILM AND VISUAL STUDIES**

### **Guide for Graduate Students**

**\*\*This guide is intended for general information and orientation. Updated information about program requirements is available on the Film and Visual Studies website, as well as from the Program Administrator, Emily Amendola, or the Director of Graduate Studies, Professor Carrie Lambert-Beatty.\*\***

## **COLLOQUIA, LECTURES AND SPECIAL SEMINARS**

Throughout the year, the Carpenter Center for the Visual Arts, the Film and Visual Studies Colloquium, and the Harvard Film Archive host distinguished guests who speak at colloquia, lectures, and special seminars. *All graduate students are expected to attend these events and to participate fully in the intellectual life of the program.* Information regarding these events can be found on the Visual and Environmental Studies website at <http://www.ves.fas.harvard.edu/>

## **COMPUTERS**

The Graduate School of Arts and Sciences Handbook includes information about non-departmental computers and computing resources available to graduate students. Additionally there is a computer lab with PCs and Macs as well as a printer in the basement of the Dudley House. The door code can be obtained from the staff at the Housing Office in room B2.

## **IMPORTANT CONTACTS**

Chair, Visual and Environmental Studies	Sharon Harper	<a href="mailto:sharper@fas.harvard.edu">sharper@fas.harvard.edu</a>	n/a
Director of Graduate Studies	Carrie Lambert-Beatty	<a href="mailto:lambert2@fas.harvard.edu">lambert2@fas.harvard.edu</a>	496-6830
Director of Administration	Denise Oberdan	<a href="mailto:oberdan@fas.harvard.edu">oberdan@fas.harvard.edu</a>	496-8420
Financial Administrator	Mary Park	<a href="mailto:mpark@fas.harvard.edu">mpark@fas.harvard.edu</a>	495-3252
Graduate Studies Programs Administrator	Emily Amendola	<a href="mailto:amendola@fas.harvard.edu">amendola@fas.harvard.edu</a>	495-9720
Program Manager for Undergraduate Students	Paula Soares	<a href="mailto:soares@fas.harvard.edu">soares@fas.harvard.edu</a>	496-4469
Assistant to the Director of Administration, Faculty Support	TBD	<a href="mailto:vesadmin@fas.harvard.edu">vesadmin@fas.harvard.edu</a>	496-3251

## **BUILDING ACCESS**

After regular business hours access to the Carpenter Center and Sever Hall are enabled by card readers which can be activated with your University ID card. If your ID card does not operate the card readers to these buildings, please see the staff assistant at the front desk in the Main Office of CCVA. For security purposes, after-hours access is monitored.

## **E-MAIL**

Prior to the start of the school year, the Graduate School of Arts and Sciences will email you about establishing your Harvard email account. Please be sure to set it up as soon as possible and begin checking it regularly.

## **FILM STUDIES LIBRARY**

Key card access will grant you entrance to the Film Studies Library on the 4<sup>th</sup> floor of Sever Hall. Please contact Heidi Bliss (617)495-3254, [hbliss@fas.harvard.edu](mailto:hbliss@fas.harvard.edu) for more information as well as for an orientation of the library.

## **ADVISING**

In the first year of graduate study, students will be advised primarily by the DGS. After the first year, working with the DGS, the student will identify a faculty member as their advisor. The student will then consult that faculty member and the graduate programs administrator to confirm this agreement. If a student is unable to identify an advisor by the end of the first year, the DGS will remain his/her default

advisor. By the end of their second year, however, students will be expected to have found an advisor. When considering an advisor, students should select a faculty member who would be a likely dissertation director. The dissertation director will take primary charge of advising the thesis, with a second and third reader involved to a greater or lesser degree according to the wishes of the student and the primary advisor. The dissertation director and advisers will also help students choose and prepare field topics for the general examination.

### **GENERAL EXAM**

General exams normally take place after spring break in the third year of study. There are two components, a written and an oral exam. The written exam is tentatively slated to take place the week after spring break and the oral exam takes place one week after the written exam.

Prior to the general exam students must fulfill the following requirements:

- Residence and academic standing requirement (completion of two years of enrollment for full-time study, with a minimum of at least fourteen courses completed with no grade lower than B).
- Language requirement.
- Successful completion and submission of qualifying paper.

More information regarding the exam will be given to students during the spring semester of their second year of study.

### **FILM AND VISUAL STUDIES GRADUATE STUDENT CONFERENCE FUNDING**

The Film and Visual Studies (FVS) PhD program offers each graduate student conference support in the amount of \$500 per academic year. To be eligible for this funding students must:

- Be in good academic standing.
- Be enrolled full time in the PhD program in Film and Visual Studies.
- Be presenting a paper at the conference for which funding is being requested.
- Submit the completed FVS Request for Graduate Student Conference Funding Form four weeks before the conference start date. Applications received after the conference will not be considered.

Only approved accountable expenses can be reimbursed, these include:

- Transportation (by the most economical means available), lodging (excluding food), registration fees, and expenses related to presenting a paper (photocopying, etc.).

**Support funds will not be provided in advance of the conference. Funds will be disbursed after the student has submitted a reimbursement form with all appropriate receipts. All receipts must be submitted within 30 days of the expense.**

### **GRANTS AND FELLOWSHIPS**

Cynthia Verba, Director of Fellowships in the Graduate School of Arts and Sciences compiles an annual *Graduate Guide to Grants* as well as *Fellowships for Harvard GSAS Students*, which includes information and application forms for Harvard fellowship competitions. Copies are available from the Fellowships Office, Smith Campus Center 350.

In addition, Emily Amendola compiles a list of financial aid opportunities. If you have not received a copy of this list, please contact her.

## **GSAS HANDBOOK**

Consult the Graduate School of Arts and Sciences Handbook regarding GSAS regulations and requirements.

## **HEALTH INSURANCE**

The Graduate School of Arts and Sciences requires students to have health insurance. Unless you choose another source of insurance (for example the National Association of Graduate and Professional Students <http://www.nagps.org>), Harvard University Student Health Plan is available for most graduate students in the doctoral program.

## **HEALTH SERVICES**

Harvard University Health Services, located in Smith Campus Center, will serve most of your health needs. You should choose a primary care team if one has not already been assigned to you. Information about individual clinicians is available online <http://huhs.harvard.edu/Home.aspx>. For more information about HUHS, please call Member Services at (617)495-2008.

Harvard University Health Services also provides mental health services. Information about these services can be found directly on their website: <http://huhs.harvard.edu/HealthServices/MentalHealthServices.aspx>.

Jacqueline Yun, Director of Student Services at the Graduate School of Arts and Sciences, serves as the resource person for GSAS students. She serves in an advisory role, provides ongoing support, and makes referrals to other sources of assistance, as necessary. Conversations are confidential. Jackie can be reached at (617)495-5005.

## **INCOMPLETES**

A graduate student who receives a grade of INC (Incomplete), which is granted only at the discretion of the instructor, must complete the work of the incomplete course before the end of the term following that in which the course was taken, even if the student's registration status during that term is leave of absence, unless she or he is given an earlier deadline by the instructor. If the work is not submitted by that time, the INC becomes a permanent grade, unless the student has petitioned successfully for an extension. Petition forms may be obtained from the registrar, the Office of Student Affairs in Richard A. and Susan F. Smith Campus Center; the fee for each approved petition is \$15. Students should discuss the completion date with the instructor. Petitions must be approved by the instructor, the Director of Graduate Studies, and the Assistant Dean of Student Affairs. Extensions, when granted, ordinarily will not exceed one additional term. INC grades incurred in cross-registered courses in another school are subject to GSAS rules and deadlines unless the other school's deadlines are earlier. Extensions must be approved both by GSAS and by the other school. Incomplete grades cannot be changed once a final degree has been awarded.

Additional courses will need to be taken in place of any permanent Incompletes, unless or until the required number of courses has been completed.

Delay in completing the required fourteen courses will necessitate the postponement of the student's general examination until the following year. A student who is still unprepared to take the examination at that time will not be allowed to continue the program.

Students may not take an Incomplete in any course in the second term of the second year.

Students taking incompletes are considered making unsatisfactory progress toward their degree program, which may affect their eligibility for financial aid. If you are considering taking an incomplete, you need to meet with the director of graduate studies, as well as to contact the graduate programs administrator.

## **LANGUAGE REQUIREMENTS AND COURSES**

Advanced reading knowledge of one foreign language is required. This language must be relevant to the student's program of study. Students must provide evidence of language skills comparable to two full years of university study in one of two ways: (1) a grade of B or better on a proficiency examination administered by the relevant language department or (2) successful completion (a grade of B or better) of a full second-year or higher course of study taught in a foreign language. Please note that first- and second-year language courses do not count towards the FVS course requirements. Incoming students should discuss their language background with the Director of Graduate Studies in the fall semester of their first year of study and determine a plan and timeline to complete the language requirement prior to the spring semester of their third year of study.

## **LIBRARY RESOURCES**

### **Film Study Library (FSL) at Sever Hall**

The Film Study Library, located on the fourth floor of Sever Hall, has viewing facilities and a large, non-circulating collection of videos and DVDs, including many rare titles. Although the collection's holdings are not listed in HOLLIS (the Harvard Libraries catalogue), a catalogue can be accessed at the FSL.

### **Harvard Film Archive**

Carpenter Center for the Visual Arts  
24 Quincy Street  
Harvard University  
Cambridge, MA 02138  
Fax: (617) 496-6750

<http://hcl.harvard.edu/hfa/>

The Harvard Film Archive presents films Friday through Monday nights year round. Open to the public, all screenings are held in the Archive's 220-seat theater featuring state-of-the-art film and digital projection located in the Carpenter Center for the Arts.

### **Morse Music & Media Library**

Located on the second floor of Lamont Library, Morse houses a large circulating collection of videos and DVDs with state-of-the-art viewing equipment. The collection is catalogued in HOLLIS. Harvard College Libraries Film and Visual Studies Contact:

Reed Lowrie, [lowrie@fas.harvard.edu](mailto:lowrie@fas.harvard.edu), (617) 496-2252

### **Fine Arts Library**

Littauer Center  
1805 Cambridge Street  
Harvard University North Yard  
Cambridge, MA 02138

Shalimar Abigail Fojas White, [shalimar\\_white@harvard.edu](mailto:shalimar_white@harvard.edu), 617-495-0678

## **NON-RESIDENT STATUS**

There are three statuses to which students may apply to register for an academic term or year with non-resident status:

1. Traveling Scholar status designates degree candidates outside the Boston area who are engaged primarily in their degree work.
2. Leave of Absence status designates degree candidates whose time will be devoted primarily to activities other than degree work. Any student who is teaching more than three-fifths over the year must be a teaching assistant instead of a teaching fellow, and must register on leave of absence rather than in residence.
3. Studying at Another Harvard School status designates GSAS degree candidates who are registered and conducting study at a Harvard faculty other than FAS.

### Students Departing Mid-Term:

Students planning to depart on leave or travel midway through a term for the remainder of said term or academic year should register for the term either in residence or as a non-resident student paying the facilities fee. Those registered in residence should apply for non-resident status for the remainder of the term or year, stating in the application when they plan to leave. Students departing mid-term are charged in accordance with the schedule outlined in Chapter VIII. Students should also understand the impact this will have on their health insurance coverage by reviewing the HUSHP website. For more information on non-resident status please visit the GSAS Handbook:

<http://handbook.gsas.harvard.edu/non-resident-students>

## **PHOTOCOPYING**

Photocopy and scanner services are available through the Harvard College Library. Please see the following link for information on which libraries offer which services  
<http://hcl.harvard.edu/info/equipment/index.html>. Additionally copy service stores are located in the Cambridge area.

## **RECOMMENDATIONS**

### Guidelines for Requests for Letters of Recommendation

Every academic year faculty in the FAS write upwards of 30,000 letters for students and former students. Harvard professors take considerable time to write in detail and make every effort to present a candidate in the best possible light. Here are some suggestions to facilitate this process.

Be sure to provide at least three (preferable four or more) weeks' notice for any request. Even if you know that the instructor already has a letter on file, do not assume that it can easily be tweaked and sent out.

Letters may well require significant revision to fit a particular purpose. **Never** assume that a letter can be written at the last minute. This is not only impolite; it puts undue pressure on the person writing on your behalf.

Include a written statement of the due date and indicate whether it is a postmark or a receipt date.

Describe the purpose of the letter and/or provide a copy of instructions intended for the person writing. If you need multiple letters for different purposes, provide a description of each (e.g., a fellowship, a summer grant, an application for an academic job). Be sure to include the due dates and a description of how letters

are to be passed forward. In many cases, institutions and dossier services will send your recommenders email messages to facilitate electronic transmission. In others, recommenders will be required to submit letters by regular mail. In this latter case, please provide an addressed and stamped envelope for each recommendation.

Provide copies of class papers and of any other directly relevant papers, with instructor's original comments if possible. It is advisable to provide a copy of your transcript (an unofficial one will suffice) and a CV.

Fill out any forms as completely as you can. Do not expect the person writing for you to provide information you yourself know.

Offer to have an individual conference about your application(s). At the very least, explain your requests with either a written statement or a draft of your project or statement of purpose to be submitted with your application.

Make certain to fill out any waiver request, either yes or no. Please know that confidential letters will carry more weight.

### **RESEARCH AND TRAVEL FUNDS**

In addition to FVS Conference Funding, the Graduate Student Council (GSC) provides funding opportunities. For more information, please see the GSC web site <http://www.hcs.harvard.edu/~gsc/>.

### **RESEARCH AND WORKING GROUPS**

#### **VES 301 Film and Visual Studies Workshop**

The Film and Visual Studies Workshop, in existence for more than fifteen years, is the site of monthly discussions about vanguard scholarship, theory, and criticism, presentations of student work in progress, and meetings with prominent scholars, filmmakers, and artists. Its faculty advisor is Professor Eric Rentschler; the student coordinator for 2017-2018 is to be determined.

### **SCREEN STUDIES**

This workshop explores new interdisciplinary analyses and theorizations of the moving image in an expanded field. Screen cultures encompass a range of contexts in which the moving image is framed, distributed, received and interpreted. These range from the traditionally conceived sites of cinema, video and television to increasingly dispersed new media platforms. While Film Studies, in particular film theory, has historically privileged text-based approaches to the study of the moving image, this workshop aims to explore emerging scholarly practices that resituate these "texts" within visual culture at large. From locative media to public projections, new screen contexts require a varied set of methodologies for understanding the cultural, theoretical and historical implications of emergent moving image practices. The workshop will thus devote much attention to the study of different spatial practices relating to screens; from the proto-cinematic (e.g. magic lanterns) to contemporary forms (e.g. locative media, public projections), we are interested in tracing new genealogies of screen cultures and their relations to public life.

For more information regarding Screen Studies please contact the student coordinators:

Dan D'Amore, Film and Visual Studies

[ddamore@fas.harvard.edu](mailto:ddamore@fas.harvard.edu)

Mingyi Yu, Film and Visual Studies

[mingyiyu@fas.harvard.edu](mailto:mingyiyu@fas.harvard.edu)

### **Society for Cinema & Media Studies**

The Society for Cinema and Media Studies (SCMS) is the professional organization that represents the discipline. Information on SCMS can be found on their website at <http://www.cmstudies.org/>.

The Society for Cinema and Media Studies is the leading scholarly organization in the United States dedicated to promoting a broad understanding of film, television, and related media through research and teaching grounded in the contemporary humanities tradition.

SCMS encourages excellence in scholarship and pedagogy and fosters critical inquiry into the global, national, and local circulation of cinema, television, and other related media. SCMS scholars situate these media in various contexts, including historical, theoretical, cultural, industrial, social, artistic, and psychological.

SCMS seeks to further media study within higher education and the wider cultural sphere, and to serve as a resource for scholars, teachers, administrators, and the public. SCMS works to maintain productive relationships with organizations in other nations, disciplines, and areas of media study; to foster dialogue between media industries and scholars; and to promote the preservation of our film, television, and media heritage. We encourage membership and participation of scholars and those in related positions not only in the US but around the world. We encourage membership and participation of scholars and those in related positions not only in the US but around the world. Other relevant professional organizations include the College Art Association ([www.collegeart.org](http://www.collegeart.org)), as well as the American Studies Association ([www.theasa.net](http://www.theasa.net)) and other area studies organizations.

### **TEACHING FELLOWSHIPS**

Information about teaching is available from Emily Amendola, 617-495-9720, [amendola@fas.harvard.edu](mailto:amendola@fas.harvard.edu). Before a student begins teaching (normally in the third year), they must be eligible to take the general examination and all course work must be completed and graded (no “incomplete” grades). Please note that while students are encouraged to discuss ideas and preferences for teaching with the DGS, offers of teaching are made by the Chair and the DGS in consultation with the VES Administration based on enrollment figures for undergraduate courses in film studies and VES.

### **THESIS WRITER’S POLICY**

The Film and Visual Studies program wishes to make certain that your progress toward the doctoral degree moves smoothly and steadily. To that end, Satisfactory Progress for dissertation writers will be at least one chapter each year. The chapter must be completed by April 15 starting no later than the G5 year. It is the program’s hope that most students in the program will apply for a Dissertation Completion Fellowship (DCF) in the January/February application cycle of the 5th year. In order to do so, you will need to have completed two chapters.

More information on the application process and requirements for this fellowship can be found on the GSAS website:

<https://gsas.harvard.edu/financial-support/fellowships>

If you plan on applying for the DCF in your 6th year, please be sure to meet with your chief advisor as well as the DGS.

### **TIME - As a Course on Your Study Card**

Advanced students (those who have completed their 16 courses) sign up for credits of Time instead of graded courses. The Department has three options for Time: Time-C, Time-R and Time-T. Time-C is the “course” option for research related to your graduate studies; Time-R is the “research” option that



corresponds with research related to your academic program and Time-T is the “teaching” option that corresponds with a teaching appointment.

### **TRANSFER CREDIT**

A PhD student who has completed at least one full term of satisfactory work in the Graduate School of Arts and Sciences may file an application at the Registrar’s Office requesting that work done in a graduate program elsewhere be counted toward the academic residence requirement. Forms are available online.

No more than the equivalent of eight courses (32 credits) may be so counted for the PhD.

An application for academic credit for work done elsewhere must contain a list of the courses, with grades, for which the student is seeking credit, and must be approved by the student’s department. In order for credit to be granted, official transcripts showing the courses for which credit is sought must be submitted to the registrar, unless they are already on file with the Graduate School. No guarantee is given in advance that such an application will be granted.

Only courses taken in a Harvard AB-AM or AB-SM program, in Harvard Summer School, as a GSAS Special Student or FAS courses taken as an employee under the Tuition Assistance Program (TAP) may be counted toward the minimum academic residence requirements for a master’s degree.

Academic and financial credit for courses taken as a GSAS Special Student or FAS courses taken as a Harvard employee prior to admission to a degree program may be granted for a maximum of four courses (16 credits) toward a one-year master’s and eight courses (32 credits) toward a two-year master’s or the PhD degree.

Applications for academic and financial credit must be approved by the student’s department and should then be submitted to the Registrar’s Office.