

Cinema Studies Standard Procedures

1. Submission of Assignments

- All assignments should be placed in the 'essay box' outside the Cinema Studies Office, Hu2, Room 224. Submissions will be dated and recorded and given to your Lecturer/Tutor for marking. Assignments may be posted to: Cinema Studies Program, The Essay Box, La Trobe University, 3086, however, they must include a cover sheet.
- All assignments must have an appropriate cover sheet stapled to the front of all assignments. Cover sheets can be downloaded from the following web site www.latrobe.edu.au/cinema 'Student Resources', or can be found in the Cinema Studies corridor in the pigeon holes next to the office.
- MLA style must be used to cite your sources in all written assignments. Correct use of MLA style will help you avoid plagiarism. See below: [Quick Guide to MLA Style](#).
- To understand and avoid PLAGIARISM the following must be read before submitting assignments.
 - ❖ The Academic Misconduct Policy found at: <http://www.latrobe.edu.au/policies>
 - ❖ Statute 16 found at: <http://www.latrobe.edu.au/legalservices/statutes.html>
 - ❖ Regulation 16.2 found at: <http://www.latrobe.edu.au/legalservices/regulations.html>
- Assignments should NOT be submitted in a plastic folder or enclosed in an envelope (plastic folders can be used to enclose disks or CDs, stapled to back of assignment).
- Assignments will be given back to students in class in the first instance, however, final assignments must have a self-addressed, stamped envelope (A5/A4 size) stapled to the back, so that they can be returned by post. Lecturers/Tutors will keep final assignments (if an envelope is not supplied) until the following semester (2nd week), and after this time they will be shredded.
- Students are required to keep an identical copy of all work submitted.
- Essay writing conventions vary, however, for a standard guide to writing academic essays consult the Humanities Academic Skills Unit's webpage for workshops and PDF downloads on 'Writing Better Essays'. <http://www.latrobe.edu.au/humanities/supportunits/hasu.html>

2. Extensions of Assignment Deadlines

If you wish to submit work after the deadline, you must fill out an extension form and give it to your Lecturer/Tutor **before the due date of the assignment**. Extension forms can be collected from the pigeonholes outside Room 224, or are available on the web. It is your responsibility to get your Lecturer/Tutor to sign the extension form. The signed form should be attached to the assignment when it is submitted.

3. Late Submission Policy

At the discretion of the Lecturer/Tutor, grading penalties may be made on late assignments, which do not have a signed extension form. The penalties are:

- ❖ 2% per working day for late assignments with no extension form
- ❖ 1 week late 10%off
- ❖ 2 weeks late 20%off

In normal circumstances, assignments will not be accepted more than two weeks after the due date.

4. Assessment of Assignments

A	80% or more	Excellent work: Well researched, persuasively argued, original insights, excellent use of citation style, well presented.
B	70-79%	Good to very good work: Some evidence of research, clearly argued, consistent use of citation style, may indicate potential for Honours.
C	60-69%	Competent work: Fulfils the basic requirements of research, argument and presentation. Average standard for BA work.
D	50-59%	Pass: Fulfils some of the basic requirements but may have serious problems of length, presentation or argument.
N	49 or less	Fail Grade: Work is of an extremely poor standard.

5. Appeals Procedure

If you wish to appeal an assessment mark, you may request a second marker.

1. The student should provide:
 - ❖ a written appeal giving name, student number, unit name, year level, tutor or lecturer's name, the proportion of requirements for the unit satisfied by this piece of work, and the essay topic or assignment;
 - ❖ the piece of work as returned by the first marker, including all comments;
 - ❖ a clean copy of the piece of work, without any marks or comments.

2. These should be given to the First-year Co-ordinator (if a first year unit) or the Program Co-ordinator (for second or third year units), who will notify the lecturer or tutor of the appeal and pass on the clean copy to a second assessor.
3. The final mark will be arrived at after consultation between the markers and the Unit Co-ordinator.
4. If the appeal is against a mark given by the Unit Co-ordinator, the Program Co-ordinator will appoint a deputy to conduct the appeal procedure.
5. The student will be notified of the result of the appeal within three weeks.
6. Any further appeals should be addressed to the Head, School of Communication, Arts and Critical Enquiry.

6. Special Consideration

If you need to apply for Special Consideration, the forms are available at the Student Centre, David Myers Building, level 2. Special Consideration can be used when extra time is required to complete assignments and it will be noted on your record.

To apply for Special Consideration, you should supply medical certificates or other evidence to back up your claim. If you do not have medical certificates, you can still apply for Special Consideration. Special Consideration can be granted for many reasons, i.e. illness, circumstances beyond your control i.e. death in the family.

It is advisable to discuss any problems you may be having with your Lecturer/Tutor so that they are aware of the situation.

7. Quick Guide to MLA style.

1. You must cite your source whenever you quote someone else's words, using double quotation marks around their words. Acknowledge ALL sources in the text of your essay by citing author's surname and page nos, in brackets at the end of the sentence. Do not use footnotes or endnotes to do this.

At the end of a quotation or sentence in which you quote someone else's words or ideas give the author's last name and the page number (O'Regan 59). The reader then checks O'Regan in your Works Cited at the end of your essay for the full reference.

2. You must also cite your source whenever you summarise or paraphrase anyone else's ideas. When you are summarising an argument always make your source clear in the sentence, e.g., O'Regan argues that Australian national cinema has three distinctive features.

If you use the author's name in the sentence give only the page no. in brackets, e.g., On the question of the box office failure of The Chant of Jimmie Blacksmith, O'Regan argues that subsequent critical debate influenced Schepisi's overall standing as an Australian filmmaker (59).

If you cite more than one work by the same author use a short version of the title (O'Regan, National 59).

If you cite someone quoted by another source, acknowledge this in brackets, e.g., Alison Butler argues that 'border crossings' involve "misreading ... which governs the reception of films outside ... their national contexts" (qtd. in O'Regan 59).

List full publication details of all sources alphabetically at the end of the essay as Works Cited (*not* as Bibliography).

Cite ALL publications or sources in alphabetical order, regardless of whether your source is a book, a journal article, a film or a newspaper review.

Cite written sources by starting with the author's surname.

Cite films, videos or other recordings by Title, in alphabetical order.

Use MLA punctuation accurately, as in the examples listed below.

A book by a single author: use only the first city listed as place of publication.

O'Regan, Tom. Australian National Cinema. London: Routledge, 1996.

An article in a book of essays by different authors. Include the page numbers for the entire article, not just the pages you quoted from in your essay.

Routt, William D. "The Fairest Child in the Motherland: Colonialism and Family in Films of the 1920s and 1930s." The Australian Screen. Ed. Albert Moran and Tom O'Regan. Ringwood, Vic.: Penguin, 1989. 28-52.

An article in a journal.

Thomas, Allan James. "Camping Outback: Landscape, Masculinity, and Performance in *The Adventures of Priscilla, Queen of the Desert*." Continuum 10.2 (1996): 97-110.

An article in a newspaper.

Adams, Philip. "How Bazza Turned the Tide of Cultural Cringe." Australian 12-13 Sept. 1992: 3, 6.

A review in a newspaper.

Ellis, Bob. "A Locker Room Apocalypse Now." Rev. of Streamers, dir. Robert Altman. National Times 7-13 Dec. 1984: 32.

An interview in a magazine.

Mendelsohn, Ben. Interview. "Home-Town Boy." By Tim Hunter. Cinema Papers 119 (1997): 18-20.

A film or video recording. Include original year of release and year of release of your source (VHS or DVD or CD).

Night Cries: A Rural Tragedy. Dir. Tracey Moffatt. Perf. Marcia Langton and Agnes Hardwick. Ronin, 1990. Videocassette. Ronin, 1991.

On-line journal article. Include date of your online access after original publication date.

Miles, Adrian. "Singing in the Rain: A Hypertextual Reading". Postmodern Culture 8.2 (1998). 30 October 2002.
<<http://jefferson.village.virginia.edu/pcm/issue.198/8.2miles.html>>.

On-line review. Include date or your online access after original publication date.

Ebert, Roger. Rev. of The Truman Show, dir. Peter Weir. Chicago Sun-Times Online 5 June 1998. 16 June 1998 <http://www.suntimes.com/output/ebert/05show.htm>.

For further details consult the MLA Handbook available in La Trobe Library.