

Communications and Media Studies

95 Talbot Avenue,
Medford, MA 02155

617-627-2007
cms@tufts.edu
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The CMS Option Course – Guidelines for Instructors 2011-2012

What is the Option?

The Option is the opportunity to take a fifth elective CMS course rather than do the CMS Senior Project. The Option course must be selected from those courses designated to count toward the MCMS or FS/Criticism Track minors.

When can students do the Option?

Either fall or spring semester, senior year. Students cannot retroactively designate a course already taken.

What do students need to do to complete the Option?

Students need to write a paper of at least 15 pages on a media or film-related topic. Sometimes this paper is simply one of the regular papers assigned for a course; sometimes it is an extension of a shorter paper assigned for a course; sometimes it is an additional paper for the course. When you agree to allow a student to use your course as the CMS Option Course, you need to discuss whether a paper already assigned for the course will work, or whether a student can extend one, or whether the student will need to write an additional one.

Can something other than a paper count as the Option?

This is up to you. If you are willing to count an audio-visual project in lieu of a paper, please keep in mind that we think of an Option paper as at least 15 pages.

How is the Option Course graded?

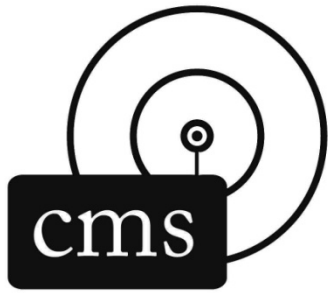
This is also up to you. If the paper being used for the Option is one you've already assigned, then it gets calculated into the student's grade however you have outlined. If the student is writing an additional paper as the Option, you need to figure out whether or not this grade gets added into the course grade, and if so, how much weight you want to give it.

All courses being used for the CMS Option MUST be letter graded.

What forms does the student/ do I need to file?

The student will ask you to sign the **OPTION AGREEMENT FORM** in the beginning of the semester. This certifies that it is ok for him/her to count that course as the option. **OPTION AGREEMENT FORMS** must be returned to CMS Director Julie Dobrow by October 14 for a fall Option Course; February 17 for a spring Option Course. We do not need a copy of the student's final paper, just the Option Completion Form.

At the end of the semester, the student needs to fill out the **OPTION COMPLETION FORM** and turn it in with his/her final paper. You will need to return it to Julie Dobrow, CMS, 95 Talbot Ave., at the end of classes in a given semester. This form certifies that the student has completed the course.



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AGREEMENT FORM

An option to the senior project is available in Mass Communications and Media Studies or Film Studies. Instead of completing a senior project, with the approval of the CMS Director, students may take an additional CMS-approved media-related course, or for Film Studies/Criticism Track minors a film-related course, during their senior year. They would complete a paper (minimum 15 pages) focusing on a media-related or film-related topic written in conjunction with the course. The paper can be an additional special assignment or it can be part of an assignment already required for the course. The paper must be approved and graded by the course instructor. Students pursuing the Option Course in place of a Senior Project also must get approval from the CMS Director.

This form is an official record that a student and course instructor have reached agreement on the course assignment for completing the special option. **It should be filled out within three weeks of the start of the semester and should be returned by the student to Julie Dobrow, CMS Director, 95 Talbot Ave.**

Student Name: _____

ID#: _____ Phone: _____ Email: _____

Option Course Number and Title: _____ Semester: _____

Paper Assignment: _____

Faculty Signature:

Name (Please print)

Signature

Date

Student:

Signature

Date

When the course and paper assignment are completed, the student and instructor must fill out the Option Course Completion Form, and the student must fill out the Interdisciplinary Minor Completion Form. These forms are available from the CMS Director, 95 Talbot Ave., and on the CMS Website.