



PORTLAND STATE
FILM

**STUDENT
HANDBOOK**

2021-2022

PHONE: 503.725.4612

EMAIL: PSUFILM@PDX.EDU

OFFICE: LINCOLN HALL 127

WEBSITE: [HTTPS://WWW.PDX.EDU/FILM/](https://www.pdx.edu/film/)

LAND ACKNOWLEDGEMENT

We acknowledge the land on which we sit and which we occupy at Portland State University. "The Portland Metro area rests on traditional village sites of the Multnomah, Wasco, Cowlitz, Kathlamet, Clackamas, Bands of Chinook, Tualatin, Kalapuya, Molalla, and many other tribes who made their homes along the Columbia River creating communities and summer encampments to harvest and use the plentiful natural resources of the area" (Portland Indian Leaders Roundtable, 2018). We take this opportunity to thank the original caretakers of this land. To learn more about Portland's Native diverse and vibrant community, please read [Leading with Tradition](#), a document created by the Portland Indian Leaders Roundtable.

Native American Youth and Family Center
(NAYA)

www.nayapdx.org 503-288-8177

Confederated Tribes of Grand Ronde
www.grandronde.org 800-422-0232

Cowlitz Indian Tribe
www.cowlitz.org 360-577-8140

Confederated Tribes of Siletz Indians
www.ctsi.nsn.us 503-238-1512

Tribal Leadership Forum
<https://www.pdx.edu/tribal-government/>

Native American Program,
Legal Aid Services of Oregon (NAPOLS)
503-223-9483

Portland Two Spirit Society
portlandtwospiritsociety.org 971-231-4999
<https://www.facebook.com/Portland2Spirits>

Indigenous Nations Studies Program—PSU

<https://www.pdx.edu/indigenous-nations-studies/>
Major and minor offered.

Native American Student and Community Center—PSU
<https://www.pdx.edu/cultural-resource-centers/native-american-student-community-center>

PSU American Indian Science and Engineering Society
aíses@pdx.edu
<https://www.facebook.com/psu.aíses/>

United Indigenous Students in Higher Education
uishe@pdx.edu
<https://www.facebook.com/uishepsu/?fref=ts>

TABLE OF CONTENTS

GETTING THE MOST OUT OF YOUR MAJOR.....	3
ADVISING.....	4-5
CURRICULUM.....	6-8
FACILITIES & EQUIPMENT.....	9
ACADEMIC RESOURCES.....	10
ACADEMIC AND STUDENT SUPPORT SERVICES.....	11
SCHOLARSHIPS AND FELLOWSHIPS.....	12
PROFESSIONAL NORMS.....	13
NO BIAS, NO HATE, NO DISCRIMINATION, NO HARASSMENT.....	14
NETWORKING & PROFESSIONAL DEVELOPMENT.....	15-16
STUDENT MEDIA SUBMISSION FORM	17
STUDENT WORK OWNERSHIP.....	18
STATEMENT ABOUT SCREENINGS.....	19
PORTLAND FILM RESOURCES.....	20
CREDITS.....	21

Covid -19 Statement

Portland State has resumed mostly in-person instruction as of fall term 2021. COVID-19 [vaccines](#) and [masks](#) are required. Lincoln Hall and other buildings are ID access only. Masks are required inside at all times. A class may be canceled if students do not comply with the school's mask policy. If you have any COVID-like symptoms do not come to campus. Call SHAC at 503-725-2800 to speak with a nurse about your symptoms. If you test positive for COVID-19, complete the [COVID-19 Reporting Form](#).

If you have questions about Portland State University's response to COVID-19, please send them to coronavirusresponse@pdx.edu.

GETTING THE MOST OUT OF YOUR MAJOR

- MEET REGULARLY WITH YOUR PATHWAY AND FACULTY ADVISORS
- PLAN YOUR SCHEDULE WELL IN ADVANCE OF YOUR REGISTRATION DATES
- VISIT YOUR PROFESSORS IN OFFICE HOURS
- NETWORK WITH YOUR FELLOW STUDENTS
- TAKE COMPREHENSIVE NOTES IN CLASS
- ATTEND SCHOOL OF FILM EVENTS: SCREENINGS AND TALKS BY VISITING FILMMAKERS, SCHOLARS, AND FILM PROFESSIONALS
- SEE FILMS AT 5TH AVE. CINEMA & THE NORTHWEST FILM CENTER (NWFC)
- APPLY FOR SCHOLARSHIPS AND STUDY ABROAD PROGRAMS
- LEARN YOUR WAY AROUND THE LIBRARY'S DIGITAL RESOURCES
- ATTEND COLLEGE OF THE ARTS (COTA) EVENTS FROM MUSIC, ARCHITECTURE, ART, THEATER, AND GRAPHIC DESIGN
- SECURE INTERNSHIPS
- SEE SCHOLARS, FILMMAKERS, AND ACTIVISTS SPEAK IN PORTLAND
- SUBMIT YOUR ESSAYS AND FILMS TO CONTESTS AND FESTIVALS

ADVISING



Located in the Undergraduate Advising and Resource Center in Fariborz Maseeh Hall 360, film majors with fewer than 50 credits must meet with their [Design, Creativity, and Performance Pathway Advisor](#) by winter term of their first year at PSU to clear their [First Year Advising Hold](#). Advising is required of all film majors.

Once you earn 50 credits, you are assigned a faculty advisor in the School of Film. We do this after most students have completed their BA/BS, university studies FRINQ and SINQ requirements, or have transferred major-applied courses. It helps majors to talk to faculty about specific major requirements, internships, scholarships, and courses to plan their schedules. Faculty designed our curriculum, so have beneficial expertise.

Many of the faculty were first-generation college students and understand the challenges of navigating higher education. They are happy to help you get the most out of the opportunities that a large university presents. **Register for courses each term as soon as your standing permits**, as courses in the School of Film usually fill quickly.

ADVISING

Advisors for the Design, Creativity and Performance Pathway

Staci Kiker (She/her)

Last two digits of ID number 00-24

Contact: Email skiker@pdx.edu or phone (503) 725-2211

[Schedule an appointment with Staci](#)

Paloma Harrison (She/her)

Last two digits of ID number 50-74

Contact: Email paloma@pdx.edu

[Schedule an appointment with Paloma](#)

Hilda Escalera Gonzalez (She/her)

Last two digits of ID number 75-99

Contact: Email hescape2@pdx.edu

[Schedule an appointment with Hilda](#)

Ian McCallum (He/him)

Last two digits of ID number 25-49

Contact: Email ian35@pdx.edu or phone (503) 725-3353

[Schedule an appointment with Ian](#)

Anna Law (She/her)

Pathway Director

Contact: Email alaw2068@pdx.edu or phone (503) 725-3402

Current, Fall 2021



Also available online are [additional notes on advising](#), [degree maps](#), and the School's [faculty directory](#). Go [here](#) to find your assigned Pathways advisor.

CURRICULUM

In addition to meeting the general university BA/BS degree requirements, every film major will plan a program with your pathway and faculty advisers that meets the minimum [requirements](#) for the major. Descriptions of Portland State Film's [courses](#), are online alongside a list of [elective courses](#) offered outside the school that fulfill our requirements. The Degree Planner ([BA](#)) and ([BS](#)) is another helpful resource.



IMPORTANT CURRICULAR NOTES

- 1) Ideally, take your major in sequence: 100-level courses followed by 200-level, 300/400-level, etc. The ideal sequence for lower-level core film courses is FILM 131, FILM 132, FILM 231 and FILM 280. You should then begin your 300-level film history sequence (FILM 381, 382, 383). FILM 131 & 132 are prerequisites for all upper-division courses.
- 2) **FILM 131** introduces you to the language and practices of film analysis; this language is different from the terms and language used on film sets because it gives you the space to practice learning new ideas embedded in essays, books, and watching and films.
- 3) **FILM 132** does much the same as 131, but for media and film production; it teaches you the basic language, compartment, and technologies used in filmmaking.

CURRICULUM

- 4) In your 200-level core courses you should expect smaller seminars focused on using the language and concepts of film analysis learned in FILM 131 to think about, describe, and explain the cultural, ethical, or aesthetic significance of film elements. These are writing intensive courses. FILM 231 is accepted as a WIC credit in your BA requirements.
- 5) You may take your 200-level classes concurrently with the 300-level film history sequence (FILM 381, 382, 383); however, taking them PRIOR to that sequence will give you more tools to be successful in your 300/400-level required major courses. You also may take your film history sequence in any order, but the ideal order is chronological (381, 382, 383) from the beginning of Western cinema in 1895 to current world cinematic practices.
- 6) PSU operates on a four-quarter system. Each quarter lasts 11 weeks. Students are expected to be on campus during the 11th week (finals week).



CURRICULUM

- 7) For film majors who plan to take production courses, we require that you own a laptop computer that meets [these hardware and software specifications](#).

Examples of student production work can be viewed on the [School of Film's Vimeo channel](#).



- 8) Our production program focuses on nonfiction and fictional, narrative film production. Many students focus on either nonfiction or fiction, creating a course path in one area. Alongside FILM 131 & 132, FILM 257: Narrative Film Production I is a prerequisite for all higher-level production seminars, including FILM 358: NFP II, FILM 359: NFP III, and FILM 258: Documentary Production I, FILM 361: Doc II, and FILM 362: Doc III.
- 9) There are also a host of genre- and format-specific production courses and discipline-specific courses, including: VFX, Sound Recording, Sound Design (post and mixing), Experimental Film Production, Portfolio and Professional Development, Music Video Production, Editing and Advanced Editing, Directing Actors, Producing and Production Management, Cinematography, and Advanced Cinematography. The School of Film also offers a number of courses in Screenwriting, including short films, features, streaming media, hour-long dramas, sitcoms, and genre films.

FACILITIES & EQUIPMENT

[The Equipment Office](#) is located in Lincoln Hall 123. A complete list of the available gear, along with our online reservation can be found [here](#).

The film gear inventory is expansive and always growing. It includes, among many other items, LED and tungsten light kits, light meters, C100, T5i and GoPro cameras, hand, lapel (wireless and wired), and shotgun microphones, tripods, audio recording systems (Zoom and Tascam), tripods, jibs, dollies, stabilizers, sliders, shoulder rigs, monitors, headphones, clamps, flags, diffusion, and gels.

Students will use [our reservation system](#) to reserve equipment beginning week 2 according to the following schedule:

Monday:	30-min. check-in appts., 9AM-6PM (Fri checkouts due)
Tuesday:	30-min. check-out appts. from 9AM-6PM (Due Thurs)
Wednesday:	9AM-1PM
Thursday:	30-min. check-in appts., 9AM-6PM (Tues checkouts due)
Friday:	30-min. check-out appts. from 9AM-6PM (Due Mon)

- Lincoln Hall 121 is the Studio Classroom and is available for checkout.
- Lincoln Hall 215A is the Audio Pocket Lab and is available for checkout M-F during equipment office hours.
- Lincoln Hall 315 is the Classroom Lab and is equipped with large monitors that students can plug into their laptops.
- Lincoln Hall 331 and 211 are screening classrooms.
- Film students may also use the Mac computer lab in Fariborz Maseeh Hall 241.



<https://www.pdx.edu/film/equipment-policy>

ACADEMIC RESOURCES

Need help managing your time, getting motivated, taking good class and reading notes, developing effective learning strategies, or completing an assignment?

Visit the [The Learning Center](#). Their tutors and academic coaches can help you on the road to student success. This is a free support service for all PSU students.

Need an accomodation to help you learn? Visit the [Disability Resource Center](#). This is a free support service for all PSU students.

How to Talk to Professors

- Office hours are for you! Stop by or make an [appointment](#).
- Email questions and give us 48 hrs to reply.
- Ask about assignments, readings, and ideas in class.
- Read the syllabus for due dates, assignments, and schedules.



2021-22 Internship Coordinators

- Dustin Morrow:
Morrow4@pdx.edu
- Courtney Hermann:
clh6@pdx.edu
- Ben Mendelsohn:
bam34@pdx.edu

ACADEMIC AND STUDENT SUPPORT SERVICES

LIBRARY RESOURCES

- [PSU LIBRARY FILM STREAMING SITES](#)
- [FILM STUDIES LIBRARY GUIDE](#)
- [COURSE RESERVES](#)
- [RESEARCH TOOLS AND COLLECTIONS](#)

UNIVERSITY RESOURCES

- [PATHWAYS ADVISORS](#)
- [CAREER CENTER](#)
- [DISABILITY RESOURCE CENTER](#)
- [LEARNING CENTER](#)
- [ACADEMIC COACHES](#)
- [TUTORING](#)
- [GLOBAL DIVERSITY AND INCLUSION](#)
- [STUDY ABROAD PROGRAMS](#)
- [GRADUATE PROGRAMS IN FILM](#)



STUDENT COMMUNITY RESOURCES

- [Native American and Student Community Center](#)
- [Pacific Islander, Asian & Asian American Student Center](#)
- [Pan African Commons](#)
- [PSU Food Pantry](#)
- [La Casa Latina Student Center](#)
- [Dreamers DACA Resources](#)
- [Foster Youth Resources](#)
- [Diversity and Multicultural Student Services](#)
- [Middle East, North Africa, South Asia Initiative](#)
- [International Student Services](#)
- [Resource Center for Students with Children](#)
- [Care Team](#)
- [Queer Resource Center](#)
- [Veterans Resource Center](#)
- [Women's Resource Center](#)
- [Center for Student Health and Counseling \(SHAC\)](#)
- [Student Legal Services](#)

SCHOLARSHIPS AND FELLOWSHIPS

SCHOLARSHIPS and FELLOWSHIPS

- [KOERNER CAMERA FILM SCHOLARSHIP](#)
- [College of the Arts Deinum Prize](#)
- [FULBRIGHT AWARDS](#)
- [RHODES SCHOLARSHIP](#)
- [STUDY ABROAD—US STATE DEPARTMENT](#)

FILMMAKER FELLOWSHIPS

- [SUNDANCE FEATURE FILM PROGRAM](#)
- [SUNDANCE OUTREACH AND INCLUSION PROGRAM](#)
- [TRIBECA FILM INSTITUTE FILM FELLOWS](#)
- [FILMMAKERS WITHOUT BORDERS FELLOWSHIP](#)
- [AUSTIN FILM FESTIVAL SCHOLARSHIP](#)
- [SFFILM FELLOWSHIP](#)
- [FILM INDEPENDENT ARTIST DEVELOPMENT](#)
- [ACADEMY OF MOTION PICTURE ARTS AND SCIENCE SCREENWRITING COMPETITION](#)

PSU's scholarship portal opens Oct. 1

<https://www.pdx.edu/student-finance/scholarships>

Contact your faculty advisor early for letters of recommendation and help applying.

Watch for announced School of Film scholarship and graduate school information sessions.



PROFESSIONAL NORMS

Every space and institution has its cultural practices. A university is no different. Below are expectations your professors and peers have that will be helpful for you to know and begin to practice. In the School of Film, we strive for all our community members—professors, students, & staff— to adhere to a high level of professionalism and decency in our interactions.

- Seek help from faculty and advisors in office hours
- Let your professor know if you're a parent and need to be 'on call' for your kids while in class.
- Please use polite email correspondence using your pdx email account, addressing your correspondent, and signing with your name.
- Request letters of recommendation, at minimum, three weeks in advance of their due dates and include all information needed to submit your rec.
- Take comprehensive notes in class!
- Come to class prepared for the day's lesson or discussion; have a plan for what you want from class.
- Arrive before class starts and stay to the end
- Contribute to classroom discussions & talk to your professors in office hours if this is hard for you.
- Refrain from texting, talking, eating, surfing the web, and other distracting activities during class.
- Turn in neatly-prepared work, on schedule, according to the course standard
- Show up for School of Film events (especially the events of the Spring Showcase)
- Consult the PSU Film website to access important information in a timely manner
- Be proactive – check your syllabi and the school's and university's websites for answers to your questions before sending them to the faculty

NO BIAS, NO HATE, NO DISCRIMINATION, NO HARASSMENT

If you think any member of the PSU Film community has treated you with disrespect, please consider speaking with the community member one on one to resolve the conflict.

Sometimes you may not feel safe doing so because disrespect has crossed over to bias, discrimination, or harassment. If that's the case, please make an appointment to speak with the Director of the School of Film about your concerns. We are here to facilitate your education and to ensure all community members are treated with respect and empathy. After meeting with you and asking how you would like to proceed, the director will work with you to resolve the conflict and restore your trust.

Please make an appointment to speak with the Director of the School of Film if you think you have been harassed or actively discriminated against due to your race, ethnicity, age, national origin, religion, gender, sexual orientation, or disability by any member of our School of Film community.

Sometimes we need additional help to ensure the values of equity and inclusivity. [The Office of Global Inclusion and Diversity \(GDI\) at PSU](#) offers that help to students, faculty, and staff who have experienced discrimination, bias, or harassment. If you and the Director of the School of Film decide you need additional resources or help addressing discriminatory behavior, they will work with you and GDI. If you do not feel safe working with the director, please directly contact GDI so that they may listen to you and develop a plan. Bring a friend if you go to talk; it's always good to have a close ally by your side.

The [Dean of Student Life](#) has information about acceptable student and faculty conduct at PSU. This includes the [Portland State University Code of Student Conduct and Responsibility](#), as well as the [Portland State Faculty Code of Conduct](#) in relation to students.

NETWORKING & PROFESSIONAL DEVELOPMENT I

If you plan to work in the film industry, particularly freelance, it's never too early to work on your self-positioning or individual branding. A professional identity has become a necessity as people in the industry have shorter job tenures, companies have abandoned brand management, and tools for creating and communicating one's individual professional identity have become widely available.

The truth is, you have a public identity whether you were mindful about creating it or not. (For example, is your email address or outgoing voicemail intended for a professional audience?) Just by virtue of interacting with others, you have a public identity determined by what people think and feel about your professional self. Class participation and social media provide obvious opportunities to control your public identity, and marketing materials generated in support of your job search and career development demonstrate your professional persona.

It's a small world. Leave your professors and classmates with a positive impression of your work and thoughtfulness. You never know—someday you might need a recommendation letter for a graduate school application or scholarship, or a reference for a job or internship opening.



NETWORKING & PROFESSIONAL DEVELOPMENT II

Networking is a vital part of working in the film industry, and the process begins during film school. Among the many ways that majors might network while students in the School of Film:

- Enroll in FILM 450: Portfolio and Professional Development
- Join Portland State Film's [student Facebook group](#).
- Do an internship—Internship can be taken for credit toward your degree. Thirty hours of intern work is the equivalent of 1 credit. Review the [Film Internship Packet](#), which explains all of the internship policies and procedures before making an appointment with your advisor.
- Collaborate with peers on projects in and out of class.
- Ask your fellow students to grab lunch or coffee after class.
- Volunteer as crew on the work of upper division students.
- Attend School of Film events, like screenings and talks by visiting filmmakers.
- Attend film and media culture-related activities in the community.
- Join the [5th Ave Cinema](#) student staff and/or [volunteer at the Hollywood Cinema](#).
- Contact PSU sports media to find out about opportunities to shoot and broadcast PSU sports.
- Join [PSU TV](#) or [Portland State Student Media](#) and contribute to their projects.
- Speak with guest filmmakers that visit the program.
- Participate in, or at least attend, the spring term portfolio show, reception, and student film screening.
- Attend offsite events, like screenings at the [NWFC](#) and [Hollywood Theater](#), film festivals, and workshops at [Koerner Camera](#).
- Join a professional organization such as the [Oregon Media Professional Association \(OMPA\)](#) to gain access to networking events, information about the local industry, and job boards.
- Join LinkedIn, a social network for professionals that allows you to post your credentials, solicit testimonials from colleagues, and connect with other professionals.

STUDENT MEDIA SUBMISSION FORM

Have a film screening at an upcoming festival?

Finished recording an episode of a podcast?

Giving a public talk via a local media organization?

Need help on a project for school or as part of your freelance work?

Run an underground film festival?

Have a film review about to be published?

The School of Film's Social Media is run by students and for students!

[Submit your film and media-related events for publication on the school's social media channels!](#)



And don't forget to follow PSU Film on [Facebook](#), [Twitter](#), and [Instagram!](#)

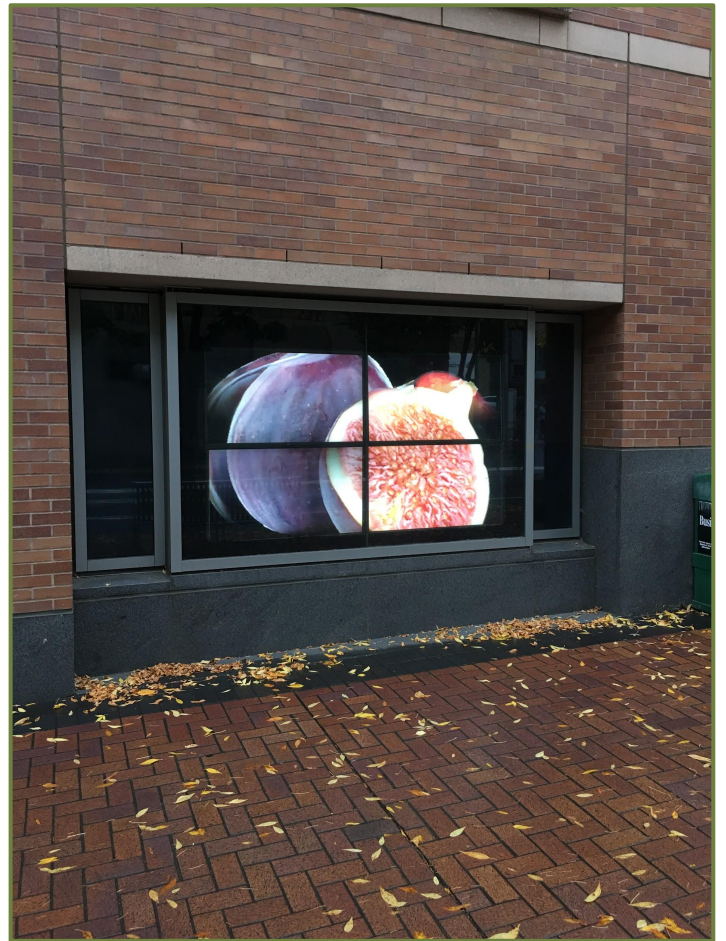
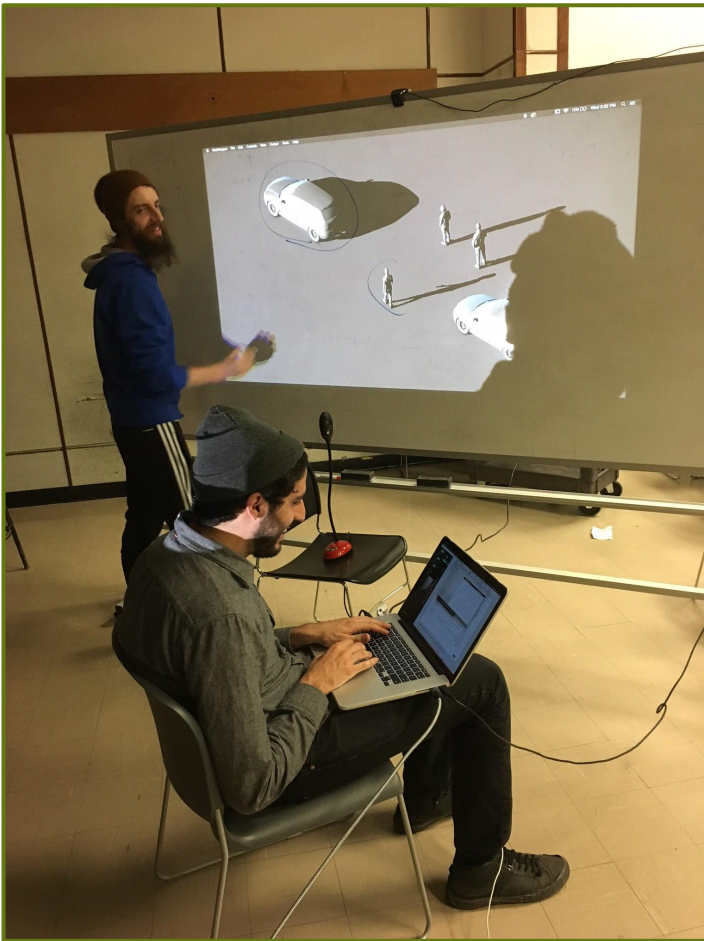
STUDENT WORK OWNERSHIP

Students in the School of Film will retain all rights to any creative work or writing they generate while they are students. However, the School of Film reserves the right to use that work or writing in public exhibition and online in the promotion of the program and through the mission to share our students' work with the public. Any student who wishes that their work not be shared, or be removed from the School of Film's website, social media, or Vimeo channels, may send a request directly to the school at psufilm@pdx.edu.



STATEMENT ABOUT SCREENINGS

Material that we view or read in classes might be unsettling, such as representations of violence, discrimination, or prejudice, and such elements and their histories/context will be part of our discussions in classes. As a representational art form, film opens up conversations about such material, and does not necessarily endorse what is represented.



PSU FILM displays student work in downtown Portland.

PORTLAND FILM RESOURCES

PSU FILM SOCIAL MEDIA

- [FACEBOOK](#)
- [PORTLAND STATE FILMMAKERS + ACTORS FACEBOOK GROUP](#)
- [TWITTER](#)
- [VIMEO](#)
- [INSTAGRAM](#)
- [SIGN UP FOR THE FILM E-NEWSLETTER](#)
- SCHOOL OF FILM LISTSERV (EMAIL PSUFILM@PDX.EDU) TO JOIN

PORTLAND FILM RESOURCES

- [PORTLAND FILM OFFICE](#)
- [OREGON STATE FILM OFFICE](#)
- [OREGON MEDIA PRODUCTION ASSOCIATION](#)
- [MID-OREGON PRODUCTION NETWORK](#)
- [INDEPENDENT FILMMAKER PROJECT](#)
- [INTERNATIONAL DOCUMENTARY ASSN](#)

- [NW DOCUMENTARY ARTS & MEDIA](#)
- [NW FILM CENTER](#)
- [DOCUMENTARY EDUCATIONAL RESOURCES](#)
- [REGIONAL ARTS & CULTURE COUNCIL](#)

PORTLAND MOVIE THEATERS

- [CINEMA 21](#)
- [CINEMAGIC](#)
- [CLINTON STREET THEATER](#)
- [HOLLYWOOD THEATER](#)
- [LAURELHURST THEATER](#)
- [LIVING ROOM THEATERS](#)
- [MCMENAMINS THEATERS](#)
- [MORELAND THEATER](#)
- [NORTHWEST FILM CENTER](#)

PORTLAND FILM FESTIVALS

- [REEL MUSIC FILM FESTIVAL](#)
- [PORTLAND MOTORCYCLE FILM FESTIVAL](#)
- [CASCADE FESTIVAL OF AFRICAN FILMS](#)
- [PORTLAND INTERNATIONAL FILM FESTIVAL](#)
- [CINE-LIT FESTIVAL](#)
- [POW FILM FEST](#)
- [PORTLAND ECOFILM FESTIVAL](#)
- [ODOC FILM FEST](#)
- [FILMED BY BIKE](#)
- [PORTLAND HORROR FILM FESTIVAL](#)
- [PORTLAND JEWISH FILM FESTIVAL](#)
- [PORTLAND QUEER FILM FESTIVAL](#)
- [HP LOVECRAFT FILM FESTIVAL](#)
- [PORTLAND FILM FESTIVAL](#)
- [PORTLAND GERMAN FILM FESTIVAL](#)
- [PORTLAND MUSIC VIDEO FESTIVAL](#)

CREDITS

This handbook was initiated by the School of Film faculty in AY 2019–2020. Particular thanks to the project’s faculty leads: Assistant Professor Jungmin Kwon and Associate Professor Dustin Morrow for initial language, design, text, and layout; and Associate Professor Amy Borden for some initial language about the core curriculum, final revision, and additional text and design. Assistant Professor Courtney Hermann provided many of the images and language about the production program, and J.J. Vasquez, Instructor of Film Production, provided editorial and image support. Thanks also to Professor Mark Berrettini for his work with Professors Kwon and Morrow in his capacity as Director of the School of Film.

The acknowledgement statement is modeled on the University of Portland’s statement and includes information from *Leading with Tradition: Native American Community in the Portland Metropolitan Area* created in 2017 by the [Portland Indian Leaders Roundtable](#).

All images depict Portland State Film students in their classes, at School of Film sponsored events, are stills from films created by Portland State Film students, or are on-set photos of student productions. Any inquiries related to the handbook should be directed to the Director of the School of Film at psufilm@pdx.edu.

School of Film Addresses

Mailing Address: PO Box 751, Portland, OR 97207–0751

Street Address: 1620 SW Park Avenue, Lincoln Hall 127, Portland, OR 97207–0751