

Guidelines for Film and Video Scheduling

Instructors who plan to show film or video for more than 20% of class contact hours (about 8 ½ hours for a 3 credit course) should note that this counts as **laboratory time**.

According to the SUNY guidelines on the relationship of contact hours to credits, two class hours of laboratory *if significant outside preparation time is required* are equivalent to one hour of lecture or recitation. Therefore, a three-credit course in which films or videos of 55 minutes or more in length are viewed in class every week must involve at least 110 minutes of laboratory per week. If students are required to view films or videos on their own outside of class, such time does not earn credits. In courses devoted to the study of film or video itself it is highly desirable for students to view each film or video at least twice, once in class and once on their own outside of class.

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Instructors who incorporate significant amounts of film or video in their courses should consult with their department schedulers, the College office, and the Registrar's office to reserve appropriate viewing facilities.