The SBS Dean’s Office will introduce interested faculty to the staff at The Loft. All other duties and responsibilities related to this class will be negotiated between the instructor, the SBS unit offering the course, and The Loft Cinema. Instructors are encouraged to meet with The Loft staff as early as possible to select the movies and discuss the logistics of using their facilities.

Working together with her/his unit, the instructor agrees to do the following: negotiate with The Loft regarding price per movie to be charged to students, equipment required at The Loft, and arrangement of media coverage for the course; keep The Loft updated on enrollment numbers, film selections, changes to the film viewing schedule, and course cancellation; communicate with students regarding course-related information; communicate with the Dean’s Office regarding course enrollment issues.

It is The Loft’s responsibility to communicate the following information to the Instructor in a timely fashion: difficulty obtaining movie rights; equipment problems at The Loft; special equipment needs that cannot be met by The Loft; changes to the movie schedule; cancellation of movies. The Loft will work together with the instructor, her/his unit, and media outlets to develop press releases related to the course.

Here are the criteria for teaching courses at The Loft:

1) The Loft needs to average 100 people per showing in order to break even on the costs of running a film series. If you want to offer a course during the day, you have to find one that will have high enrollments (at or beyond 100 students). For evening courses, you may be able to go with a smaller number of students, if the series can attract a larger community crowd.

2) Courses that fail to meet this minimum seating threshold by the established deadlines will be required to work with Room and Course Scheduling to find alternative rooms on campus for the movie viewing portion of the course and attendance for all course meetings will be restricted to students enrolled in the course. The enrollment deadline for fall courses is July 1 and for spring semester courses is December 1. Or, the unit should cancel the course.

3) Additionally, departments will be responsible for the costs of showing the films on campus should they desire to have those films open to the public.

4) In most cases, the meeting pattern for this course will be set to meet two times per week. That means that there should normally be at least one on-campus course meeting pattern for lectures and this lecture is open to enrolled students only. There should be a minimum of one Loft meeting pattern for film viewing and discussion to which the public is invited. The Loft meeting pattern should not be scheduled during the 9:00-3:00 peak course scheduling times as this will reduce the likelihood of the course meeting enrollment minimums. If the department can negotiate the use of a space at the Loft for a pre-movie, student-only session, it may be possible to offer the course one-night a week.

5) There should be no more than 10 films included in the class even if the course is scheduled to run the entire length of the semester.

6) The students will pay for and obtain movie tickets directly from The Loft Cinema.
7) The Loft has agreed to keep the bar closed during the course times.

Possible meeting patterns for courses at The Loft. They are:

(1) Normal pattern (15 weeks): Tuesdays, 3-3:50, Thursdays, 3-4:50 (this model adds no additional face-to-face time)
(2) Normal pattern (15 weeks): Tuesdays, 3-4:15, Thursdays, 3-4:50 (this model adds some face-to-face time)
(3) Off pattern (10 weeks): T and Th, 2-2:50, Wednesday, 3-5:15 (this is 3-day a week model)
(4) Off pattern (7.5 weeks): T and Th, 2-3:15, Wednesday, 3-5:30 (this is 3-day a week model)
(5) Off pattern (10 weeks): T and Th, 3-4:50 (this is 2-day a week model)
(6) Off pattern (7.5 weeks): T and Th, 3-5:30 (this is 2-day a week model)