

1. Guidelines for FACILITATORS: *Each week a group of 2 or 3 will facilitate/lead seminar.*

- Designate 2 observers for that seminar meeting and make time for them to report back at least 10 min before we end

- Meet before seminar to plan and write down a structure and timeline for seminar.

- Set out SPECIFIC guiding questions/ideas for seminar at its outset, and/or incorporate individual questions (from seminar paper, write on board or go around the room) and needs (e.g. *Can we be sure to go over "hegemony", I'm still not clear on this term*) and list this on the board so that we can keep these in mind and in view as we seminar.

- Play a key role in working to keep our discussion productive and on track, rooted in the texts, screenings, lectures and moving out from there. Also, keep track of time.

- You are free to incorporate exercises, games, screenings, etc. as well as discussion

2. Guidelines for OBSERVERS:

- split your responsibilities so one person keeps track of content of discussion, the other of airtime used by speakers, conversation dynamics, etc.

- report back to group in an organized fashion (give a sense of overall observations, then examples if needed)

- be aware of making your comments constructive, even if you have to comment that we didn't do a great job, as a group, of staying on track, or of giving a wide range of people a chance to speak.

3. Guidelines for ALL OF US:

- Work to keep the seminar discussion on track, and to remember to orient your comments around ideas presented in the texts, screenings, and/or lectures.

- Aim to speak specifically and ground your observations in examples from the texts and screenings, and encourage your peers to do the same.

- Work to avoid using vague terms and generalizations (e.g. "they", "fun", "humans are just naturally drawn to images, so..."), and encourage your peers to do the same by asking them to define their terms when it is unclear to you what they mean, e.g. "how are you defining the term 'entertainment' when you use it like that?"

- Stay aware of balance in the discussion. If someone is dominating discussion, try to redirect the conversation back out to the group: "let's hear from someone who hasn't spoken recently."

- Be aware of the frequency and substance of your own contributions. Can you be more concise or clear? Should you ask a question and then sit back and listen for a while if you're struggling with a concept?

- Pauses and silence can be a good thing. Allow them to happen. Some people need extra time to feel ready to jump into the discussion

- Avoid interrupting others when they are speaking. Write your thought down in that moment instead.

and, finally...

- **WORK HARD TO REALLY LISTEN TO OTHERS, AND YOU CAN EXPECT THEM TO DO THE SAME.**