

Department of Design and Computation Arts

Undergraduate Syllabus Winter 2022

This syllabus reflects the transformations and protocols necessitated by the pandemic full return to campus for the Winter 2022 semester. (Courses will be taught in-person and/or blended.)

The Department of Design and Computation Arts is committed to fostering an equitable and positive experience for all community members, free from discrimination based on race, ethnicity, gender identity and expression, sexual orientation, economic status, ability, religious observance, age and other forms of intersectional identity. We value diversity and difference, and strive together to create safer spaces in our shared environment where everyone can fully engage in scholarly and artistic pursuits, knowing that harmful behaviour (e.g., harassment, micro-aggressions, intolerance, disrespectful language) is unacceptable. We believe that celebrating difference is fundamental to supporting an academic community in which innovation, creative exploration, and intellectual freedom can flourish.

We acknowledge that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

En français: <https://www.concordia.ca/indigenous/resources/reconnaissance-territoriale.html>

While Concordia University has the green light from the government to welcome you back to campus, mass vaccinations are the key to making that possible and safe. Every adult living in Quebec – whether you are from here or elsewhere in Canada or the world – is eligible for free vaccinations. You can book an appointment or get information about walk-in clinics from the Clic Santé website: <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/progress-of-the-covid-19-vaccination>

Health and Safety protocols while on campus, may be found on the University website: <https://www.concordia.ca/coronavirus/return-to-campus.html>

COVID updates:

<https://www.concordia.ca/coronavirus.html>

Each Faculty at Concordia is developing its own guidelines according to its own needs, so if you plan to take a course in another Faculty, remember to ask them about their requirements.

Please note the Winter 2022 term dates:

- The first day of the Winter term is **January 6**
- The Did Not Enter (DNE) last day is **January 19**
- The Discontinue (DISC) last day is **March 21**
- The last day of the Winter term is **April 13**
- Final exams are scheduled from **April 19 - May 1**

Teaching and Learning - Winter 2022

For more information about the Department and program-related listings, please refer to the Design and Computation Arts website at: <http://www.concordia.ca/finearts/design.html>

The first priority of the Department of Design and Computation Arts is to enable a safe and rewarding return to campus. We are actively working to accommodate exceptional circumstances in regards to mental or physical health issues that prevent students from attending in person. The department will communicate any changes in teaching and learning when necessary.

1. Department fees

Department fees for the Winter 2022 semester are waived. Some workshop-based studios may require a minimal materials fee, which will be announced during the first class. In all other courses, professors will provide a detailed list of any materials that are required for projects, to be purchased by the student at their expense.

2. Email

Students are required to have a valid and stable email account throughout their academic program, as instructors use a University-generated class email list for communication purposes. In general, email communications from the Department as well as from individual instructors are sent to email addresses specified by students in their MyConcordia portal, which connects automatically to lists generated by Moodle and SIS (Student Information System). Pandemic conditions make it even more important that a students' current address appears in their MyConcordia portal.

3. In-Person/Blended course content delivery

Courses will primarily be taught on campus this winter with a few courses using a blended model due to class size and other space/health factors. Faculty will use Moodle to upload the course outline, department syllabus and update weekly content. The mode of delivery will be detailed in each course outline. The Student Information System (SIS) will indicate classroom location, date and time. In addition, each course will provide asynchronous learning via recordings and/or pdf documentation of lectures. We are embracing an equitable and accessible education for all students.

Synchronous learning means obligatory attendance in any course that occurs in real-time and being physically present in a class. It requires that all participants participate actively as a community for the duration of each course in which they are registered.

Asynchronous learning is facilitated by accessing course material including lectures, workshops, and in-class assignments. This material will be posted on the course Moodle and will be particularly advantageous to students who are not able to attend class and therefore need to catch up, or who wish to revisit material on their own schedule.

Please keep in mind that:

- Students need to be in communication with their instructor should they be absent from class i.e. medical/health issues. [Short-Term Absence form \(concordia.ca\)](http://www.concordia.ca/finearts/cda.html)
- Instructors will do their best to adapt to student's needs as they come up.
- CDA will have students' software requirements covered, including for students working remotely; please see <https://www.concordia.ca/finearts/cda.html> for more information.

Mask policy

Students who enter any of the spaces of the Department of Design and Computation Arts will be required to wear masks at all times. In addition, they must follow the University's social-distancing

and other pandemic-related protocols.

Workshop and Lab Regulations and Bookings

Department, Faculty, and Milieux labs are operational for in-person activities (including all department labs: SoftSurface, Sensor, Computation, Visual Communication, and the Documentation Room). Information on closures/reserved times for specific classes, open access hours, and how to book appointments will be posted on the entry door to each classroom and lab, as well as via the lab websites.

Departmental Administration

The department's administrative staff and faculty will be available on campus on a rotational basis to assist students. At least one of them will be in their office between 10:00am and 4:00pm each day of the week. Administration hours and email information will be posted on the doors of their respective offices.

Department Coordinator, Michelina Sardella, michelina.sardella@concordia.ca

Department Assistant, Kathy McAleese, designandcomputationarts@concordia.ca

Graduate Assistant, MDes Program, Angela Enea, mdes@concordia.ca

Undergraduate Program Director-DART, Joanna Berzowska, upd.dart@concordia.ca

Undergraduate Program Director-CART, Pippin Barr, upd.cart@concordia.ca

Department Chair, Professor pk langshaw, by appointment via designandcomputationarts@concordia.ca

4. Department Standard for: Class Participation, Attendance and Punctuality

While the structure of individual classes may vary between instructors, courses, and weeks according to the types of activities involved, the Department recommends that for 4-hour classes, students and their instructors have 20-30 minutes of break time, and for 3-hour classes, they have 10-20 minutes of break time.

Class Participation

In-class/remote participation is considered an important and significant part of each course.

Attendance is taken and it is the responsibility of students to be present at all classes. Up to 30% of the final grade for any course can be given for attendance and class participation, at the discretion of the instructor.

Attendance (synchronous/asynchronous)

As a standard departmental policy, a maximum of two absences per term is tolerated, after which an official medical note or other valid reason must be provided. Justification must be given in writing to the instructor. Three unjustified absences per course will result in a failed grade. It is incumbent on the instructor to warn a student, via email, if that student is not meeting course expectations.

Notification in writing will be sent by the instructor to the student after two missed classes in order to notify the student they are at risk of failing. In all cases, students are responsible for any coursework due during periods of absenteeism, including the Drop/Add period (DNE "Did Not Enter"). **PLEASE NOTE: Due to pandemic teaching/learning constraints, faculty are asked to be lenient with the attendance policy.**

Department Standard for Punctuality

Students missing fifteen minutes or more (through late arrival or leaving while class is in session) will be considered as a partial absence, at the discretion of the instructor. Students are encouraged to

take notes, however the use of mobile devices (tablets, phones and laptops) and social media is disallowed during lectures, presentations and critiques.

5. Individual Appointments

All instructors are required to be available to students outside of class hours. Individual appointments are scheduled during posted office hours, or as arranged with the instructor at his/her own discretion. Full-Time Faculty members are asked to have office hours for students for two hours each week. Students may also take appointments with Part-Time Faculty (EV 6.732).

6. Course Evaluations Mid-Term

It is recommended that instructors have a mechanism for mid-term course feedback in place. This mechanism promotes constructive interaction between students and the instructor.

7. Course Projects and Activities

Projects worth 15% or more of the final grade typically entail at least two of the following elements:

- o proposal
- o analysis of artifacts / literature / related works
- o process documentation
- o reflective component for final submission
- o final presentation and critique
- o bibliography and citations (including non-written sources)

A schedule of deadlines and requirements will be provided for each project and will include the grading criteria.

8. Grading

The final grade will be based on the department letter-grade criteria as outlined below.

Letter	GPA	Rating	DCART criteria (per Letter range)
A+	4.3	Outstanding	The work is an outstanding interpretation of the assignment, demonstrating critical thinking, careful attention to detail and planning. Excellent in both content and form, it is well crafted, insightful, and surprising in its originality.
A	4.0		
A-	3.7		
B+	3.3	Very Good	The work demonstrates a strong interpretation of the assignment's requirements in concept, content and form. It would benefit from a more original approach, and/or formal refinements.
B	3.0		
B-	2.7		
C+	2.3	Satisfactory	The work demonstrates a sufficient interpretation, fulfilling the assignment's basic requirements. However, some aspects of the development and outcome are missing or lack completion.
C	2.0		
C-	1.7		
D+	1.3	Marginal Pass	The work demonstrates a minimal interpretation of the assignment.
D	1.0		
D-	0.7		
F	0	Poor – Failure	

For more information on Failing Grades, Grade Notations and Late Completions (INC grades), please refer to the Undergraduate Calendar, Academic Information: Definitions and Regulations, sections 16.3.3 to 16.3.6. <http://www.concordia.ca/academics/undergraduate/calendar/current/sec16/16.html>

Late submissions

Department policy allows instructors to reduce the grade for a late project as they deem appropriate. All projects must be submitted by the end of the semester, except under exceptional circumstances that are pre-arranged with the instructor, and with the approval of the Chair.

Resubmissions

At the discretion of the instructor, projects may be re-submitted for re-evaluation. Students are advised to keep copies of all their work for all assignments until the final grade has been posted to their transcript.

Re-evaluations

All students have the right to apply for the re-evaluation of any grade they receive. The first step is for the student to consult with their course instructor to explain their position. If they remain dissatisfied, or are unable to meet with the instructor, it is the recommendation of the Department that they consult first with their Undergraduate Program Director or Department Chair before making a formal request for re-evaluation.

For complete instructions on how to proceed with a formal request for re-evaluation, refer to the Undergraduate Calendar, Academic Information: Definitions and Regulations, section 16.3.9 Academic Re-evaluation. <http://www.concordia.ca/academics/undergraduate/calendar/current/sec16/16.html>

9. Faculty of Fine Arts and University Facilities

The CDA (Centre for Digital Arts)

The CDA is a unit of The Faculty of Fine Arts, dedicated to providing computer and audio-visual services to Fine-Arts faculty, staff, and students. The CDA maintains the computer labs and their associated software. See the CDA Homepage for more information:

<https://www.concordia.ca/finearts/cda.html>

The CTC (Core Technical Centre)

The CTC will be operating in person by appointment only, and in blocks of time reserved by specific courses. Appointments are made by virtual consultation. Students can find more information on how to book a consultation on the [CTC Website](#) or the [CTC Moodle page](#). Students should not go to the shops in-person without an appointment.

Concordia Libraries

The Concordia Libraries are fully reopened: click [here](#) for more information (note that masks are required at all times, in all spaces).

Group study rooms (most with a capacity of six) and presentation practice rooms may be booked at: <https://concordiauniversity.libcal.com/reserve/webster>. The group study rooms are fine for students to talk (with masks) but are not large enough for much movement.

Please note that none of the above-mentioned spaces can be booked in advance for the entire term but may be reserved up to fourteen days ahead by students.

10. General University Information

The University Calendar

<http://www.concordia.ca/academics/undergraduate/calendar.html>

Academic Information: Definitions and Regulations

<http://www.concordia.ca/academics/undergraduate/calendar/current/sec16.html>

Faculty of Fine Arts Student Academic Services

<https://www.concordia.ca/finearts/students/sas.html>

Student Advocacy Office

<https://www.concordia.ca/offices/advocacy.html>

11. Academic code of conduct; plagiarism

Rights and Responsibilities: Academic Code of Conduct

The Department of Design and Computation Arts complies with the Academic Integrity and the Academic Code of Conduct. Students, staff and instructors are expected to be familiar with and to behave according to the ethical guidelines and rules of conduct of the University.

[Academic Integrity and the Academic Code of Conduct \(concordia.ca\)](#)

Students, support staff and instructors are expected to be familiar with and adhere to the academic definitions and regulations as described in the Concordia University Calendar, Section 16.

[Academic Information: Definitions and Regulations - Section 16 \(concordia.ca\)](#)

Plagiarism

The most common offense under the Academic Code of Conduct is plagiarism, which the Code defines as "the presentation of the work of another person as one's own or without proper acknowledgement" (Article 16a). [Academic integrity \(concordia.ca\)](#)

12. Minimum Computing Requirements

For further information <http://www.concordia.ca/finearts/cda.html>. A computer with the following basic specifications should be sufficient for learning. Your department may have additional requirements, so please check with them also.

- 480GB hard drive or higher (250GB+ SSD primary drive highly recommended)
- 8GB RAM (16GB preferred)
- 2.0 GHz Intel or AMD processor or higher
- Windows 10 (1809) or later/ MacOS 10.13 or later
- Firefox and Chrome Browsers (latest versions)
- Adobe Acrobat Reader 9.0 or later
- Anti-virus program (updated regularly, free options)
- Computer microphone and speakers or headphones
- Web Camera
- High-speed internet connection (15Mbit/s download and 10Mbit/s upload) If several users are using the internet connection at the same time, a faster plan may be needed. Cable-based connections tend to be more stable than DSL. Consider smaller providers for added savings.
- Wired ethernet connection from the computer to the router is preferable to WiFi.

For 3D work, a graphics card such as Nvidia 600 series and AMD HD 7000 series or newer.

** We would recommend an Apple computer because it can also run Windows if there is some specific software you absolutely need. It will also be better supported when you initiate a remote desktop connection to CDA lab machines since they are mostly Macs.

13. Student Resources

- Otsenhákta Student Centre: an on-campus resource for First Nations, Métis and Inuit students. <http://www.concordia.ca/students/aboriginal.html>
- Academic Dates: <http://www.concordia.ca/events/academic-dates.html>
- Access Centre for Students with Disabilities: supports students with a variety of disability conditions and accommodations to students with temporary disability conditions that are a result of illness or injury. <http://www.concordia.ca/students/accessibility.html>
- Affordable food: The People's Potato serves delicious food. They have partnered with the Concordia Food Coalition (CFC).
<http://www.concordia.ca/students/parenthood/affordable-food.html>
www.facebook.com/concordiafoodcoalitionpage/
- Advocacy and Support Services Office: assists students who face difficult situations and helps them understand Concordia's rules and regulations.
<http://www.concordia.ca/offices/advocacy.html/>
- Calendar: <http://www.concordia.ca/academics/undergraduate/calendar.html>
- Concordia Maps: <http://www.concordia.ca/maps.html>
- Clinical, mental health, and health promotion, through Health Services:
<http://www.concordia.ca/students/health.html>
- Counselling and Psychological Services: <http://www.concordia.ca/students/counselling.html>
- Concordia Libraries: <http://library.concordia.ca>
- [Library Borrowing, Loans & Returns \(Circulation\)](#): Students can borrow books from other universities within Quebec without having to go through interlibrary loans.
- Concordia University Student Parents Centre (CUSP): provides an accessible space to study, share interests and develop a support network. <http://www.concordia.ca/offices/cusp.html>
- Concordia Student Union (CSU): Activities and socializing. Help with common student challenges including Housing, Job Bank and Legal Clinic. <https://csu.qc.ca/>
- Dean of Students: An increased sense of community and belonging including the Live (Leadership, Initiative, Volunteer Engagement) Centre.
<http://www.concordia.ca/offices/dean-students.html>
- Emergency Food Fund: <http://www.concordia.ca/students/spirituality/emergency-food-fund.html>
- Empower Me for immediate mental health and crisis support (24-hour hotline):
1-844-741-6389

- Financial Aid and Awards Office: <http://faao.concordia.ca/main/>
- Instructional & Information Technology Services (IITS): <https://www.concordia.ca/offices/iits.html>
- International Student's Office (ISO): <http://www.concordia.ca/students/international.html>
- Learning Support: <http://www.concordia.ca/students/learning-support.html>
- Learning Services Workshops: <http://www.concordia.ca/students/success/learning-support/workshops.html>
- Mentoring from upper-level, successful students from each Faculty: <http://www.concordia.ca/students/success/mentoring.html#finearts>
- Multi faith Chaplaincy: Workshops, discussion groups, pastoral and spiritual counselling: <http://www.concordia.ca/students/spirituality.html>
- Office of Rights and Responsibilities: assistance in identifying and managing disruptive behaviours i.e. discrimination, harassment, and threatening behaviours. <http://www.concordia.ca/students/rights.html>
- Ombuds Office: problem-solving and conflict resolution related to university policies, rules and procedures. <http://www.concordia.ca/offices/ombuds.html>
- Preferred Name Requests: procedure enables students to use an alternate preferred given name (not surnames) for certain purposes while studying at Concordia for personal reasons when they do not want to use their legal given names. <https://www.concordia.ca/students/preferred-name-requests.html>
- Raising concerns: Concordia values respect, fairness, inclusiveness, and diversity. If you work or study in the Faculty of Fine Arts and have concerns that touch on these issues, you can bring them forward. Because situations vary and individuals have different needs and comfort levels, a variety of options exists. The following possibilities for acting may be pursued separately or together. <https://www.concordia.ca/finearts/student-life/raising-concerns.html>
- Shuttle Bus Schedule: <http://www.concordia.ca/maps/shuttle-bus.html>
- Sexual Assault Resource Centre (SARC): <https://www.concordia.ca/students/sexual-assault.html>
- Tel-Aide Crisis Centre (Montreal) tel: 514-935-1101. Note: This organization has a list of resources on their website for Abuse/Intimidation and Addictions. <http://www.telaide.org/>
- Tel-Jeunes Montréal: quand tu ressens le besoin de parler 514-288-2266
1-800-263-2266 (toll-free) <https://www.teljeunes.com/accueil>
- University Security: <http://www.concordia.ca/campus-life/security.html>
- Wellness Together Canada at **1-866-585-0445**: 24/7 support for graduate students residing in Canada
- What to do in an Emergency: <http://www.concordia.ca/campus-life/emergency/what-to-do.html>