Department of Design and Computation Arts
Undergraduate Syllabus (2020-2021)

> **This syllabus reflects the transformations and protocols necessitated by the COVID-19 pandemic for the Fall 2020 semester. It will be revised for the Winter 2021 term as necessary.**
>
> For important information on how the virus is transmitted, please see World Health Organization, https://www.who.int/news-room/q-a-detail/q-a-how-is-covid-19-transmitted.
>
> COVID-19 updates are available at https://www.concordia.ca/coronavirus.html

Territorial Acknowledgment

We would like to begin by acknowledging 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.

This territorial acknowledgement was created by Concordia University's Indigenous Directions Leadership Group (2017). To read the entire territorial acknowledgement and learn more about why it was written this way, please visit https://www.concordia.ca/about/indigenous/territorial-acknowledgement.html.

General University Information

The University Calendar is available online at:
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

Academic Code of Conduct at:
http://www.concordia.ca/academics/undergraduate/calendar/current/17-10.html

Student Advocacy Office
https://www.concordia.ca/offices/advocacy.html

Centre for Digital Arts (CDA)

The CDA (Centre for Digital Arts) 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. Please see the CDA Homepage for more information: http://www.concordia.ca/finearts/cda.html

Due to COVID-19, CDA fees have been waived for Fall 2020.The CDA is working to facilitate remote student access to key software. This will include enabling students to install free software on their own computers as well as the availability of screen-sharing with CDA lab computers remotely. Please consult the CDA's Software Availability List for details: https://cdasupport.concordia.ca/software-availability-list-during-closure/

Instructions on how to reserve a seat in the virtual computer labs will be made available in late August from the CDA support site https://cdasupport.concordia.ca.

A list of minimal computing requirements for distance learning appears at the end of this document.

Specific Department Information: Design and Computation Arts

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

Commitment to Diversity and Safer Spaces

The Department of Design and Computation Arts is committed to fostering an equitable and positive learning experience for all students, staff and faculty, free from discrimination based for example on race, gender, gender identity and expression, sexual orientation, ability, religion, ethnicity, age, etc. We value diversity and difference, and strive together to create safer spaces in our classrooms, studios, and labs, where all students can fully engage in scholarly and artistic pursuits, knowing that harmful behaviour (e.g. harassment, microaggressions, intolerance, disrespectful language, etc.) is unacceptable. We believe that celebrating difference is fundamental to supporting an academic community where innovation, creative exploration, and intellectual freedom can flourish.

1. Department Fees

Due to COVID-19, department fees for the fall 2020 semester are waived. As stipulated in their respective course outlines, professors will provide a detailed list of any materials that are required for the completion of assignments in their course, to be purchased by the student at their expense. Courses that require specialized kits for that purpose will be available, at student expense, either for in-person pick-up or by mail.

2. Workshop and Lab Regulations and Bookings

Please note: protocols introduced as a result of COVID-19 restrictions will supersede the usual regulations for workshops and labs (both Department-specific and Faculty- and Milieux-specific) until further notice. (Departments labs include Sensor Lab, Computation Lab, Visual Communication VC Lab, SoftSurface Lab and Documentation Room).

The Core Technical Centres (CRC) are facilities on the 8th floor of the EV building, including a wood shop, a metal shop, a fabrication shop, and a digital fabrication centre. These spaces will be inaccessible for the fall term (with exceptions, on a very limited basis, for graduate students who will

be required to make reservations beforehand). However, the CTC website provides extensive online tutorials on material use, construction techniques, etc. Please refer to these as well as guidelines for the CTC on their website at:
https://www.concordia.ca/finearts/facilities/studio-support/core-technical-centres.html

3. Email

Students are required to have a valid and stable email account throughout their study period, as instructors use a shared 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).

COVID-19 conditions make it all the more important that students' current address is indicated in their MyConcordia portal.

4. Class Organization

COVID-19 conditions, which require all classes to occur online, have necessitated the following protocols:

Both studio and theory courses will consist of online synchronous and/or asynchronous learning. Students are not obliged to participate in in-person group meetings with instructors.

Synchronous learning consists of any activity, in an online course, that happens in real-time, for example a Zoom meeting or a chat. It requires all participants to be in the same online environment, and to participate actively as an online community. It is typically characterized by such opportunities for interaction between the instructor and students and amongst students, as Q & A sessions, class discussions, break-out sessions, or office hours.

Asynchronous learning consists of all the other activities in an online course that students complete on their own schedule. While there may still be due dates, students can generally complete these at any time within the given timeline for the task. These activities can include video lectures, readings, assignments and group discussions or collaborative tasks.

Information will be provided to students before classes begin regarding minimal technologies that they must have access to (internet; Zoom; Moodle, etc.). Students will also be given clear indication of technological assistance/software etc. available to students. Please consult the CDA website (mentioned above) for more information.

The Centre for Teaching and Learning (CTL) has prepared videos and FAQ's for students.
http://www.concordia.ca/ctl.html?utm_source=redirect&utm_campaign=ctl

Moodle has "Help for Students" on the top right side of this web page
https://moodle.concordia.ca/moodle/

Help with Zoom https://www.concordia.ca/ctl/students/using-zoom.html

Notwithstanding COVID-19 conditions, for the average student, each credit represents a minimum of 45 hours of academic activity, including lectures, tutorials, studio or practice periods, examinations, and personal work. Though not always the case, when evenly

distributed over a 13-week semester class time and homework amount to at least 10.5 hours per week per 3-credit course. (Refer to the Undergraduate Academic Calendar, Section 16.). In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in a course is subject to change.

5. Class Participation and Attendance

Given that various online course designs with mixed portions of synchronous and asynchronous activities alter the ordinary meaning of "attendance," the usual policy (that three absences may result in an automatic failing grade) is waived for the Fall 2020 semester. Instructors are encouraged to explore alternative opportunities for engagement to assess students' participation grades.

Synchronous and Asynchronous Participation

Both synchronous and asynchronous participation are considered as significant for each course. Attendance will be taken and it is the responsibility of students to be present at all class activities as required by the instructor, unless prior arrangements have been made between the student and the instructor.

Up to 30% of the final grade for any course can be given for class participation, at the discretion of the instructor.

Department Standard for Attendance and Punctuality

Students are expected to attend synchronous ("live") online activities on time and for the duration of those activities to be considered present in class – whether during full-class engagement, or break-out sessions – in order to maintain a professional design-studio environment.

It is of the utmost importance that students communicate to their instructor any situation that might affect their routine synchronous participation in a given course, or impact their full attendance (e.g. young children, time-zone issues, internet failure, illness). Foreseeable technical problems should be communicated in advance to the instructor. If a student encounters breakdowns or connectivity issues during a session, they should communicate with the instructor as soon as possible to discuss ways to address this problem.

Students are strongly encouraged to turn their video on during synchronous class sessions, to help contribute to a collaborative and dynamic atmosphere of knowledge exchange. Students are also encouraged to alert their instructor, ahead of time, regarding any accommodation to be made for anyone who is uncomfortable speaking or participating online. Students cannot be penalized if they choose not to turn on their video. Students are advised to remain muted when not actively participating, to reduce background noise. Questions or comments are to be communicated using the "raise your hand" or "chat" features.

In all cases, students are responsible for any coursework due during periods of absenteeism.

Multitasking During Synchronous Class-time

During synchronous sessions, students are expected to devote their entire attention to the class proceedings and refrain from attending to other activities at the same time (email, social media, other work, etc.). It is well established that multitasking highly degrades the quality of attention.

Reducing the number of applications drawing on students' Internet connection will also improve the quality of their session.

6. Office hours

All instructors are required to be available for virtual private student meetings (given reasonable scheduling time) outside of class hours during posted office hours, or as arranged with the instructor at their own discretion. Students are advised to check course outlines for office hours and appointments by request. Full-Time Faculty members are asked to have office hours for students for two hours each week. Students should take appointments with Part-Time Faculty.

7. Mid-Term Course Feedback

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

8. Course Projects and Activities

Projects worth 15% or more of the final grade typically entail at least two of the following elements:
- proposal
- analysis of artifacts / literature / related works
- process documentation
- reflective component for final submission
- final presentation and critique
- 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.

9. Grades

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

Letter	GPA	Rating	DCART criteria (per Letter range)
A+ A A-	4.3 4.0 3.7	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.
B+ B B-	3.3 3.0 2.7	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.

C+ C C-	2.3 2.0 1.7	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.
D+ D D-	1.3 1.0 0.7	Marginal Pass	The work demonstrates a minimal interpretation of the assignment.
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, up to a letter grade per day. 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 instructor and 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

10. Academic code of conduct, plagiarism, course evaluation

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.
http://www.concordia.ca/academics/undergraduate/calendar/current/17-10.html

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.
http://www.concordia.ca/academics/undergraduate/calendar/current/sec16/16.html

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).
http://www.concordia.ca/conduct/academic-integrity.html

Course Evaluation

Course evaluation has been waived for both fulltime and part-time instructors.

11. Student Resources

- Aboriginal Students Resource 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 can also provide services and accommodations to students with temporary disability conditions that are generally the result of illness or injury.
  http://www.concordia.ca/students/accessibility.html

- Affordable food: The People's Potato is working on how to continue serving delicious food, cooked from scratch, to all students this fall. They will keep everyone posted as things progress. Until then, 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 you whenever you face difficult situations and helps you understand Concordia's rules and regulations.
  http://www.concordia.ca/offices/advocacy.html/

- Calendar:
  http://www.concordia.ca/academics/undergraduate/calendar.html

- Concordia Covid-19 Emergency Student Relief Fund
  https://www.concordia.ca/coronavirus/students/emergency-relief-fund.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

- Concordia University Student Parents Centre (CUSP): provides an accessible space to study but also a place to share interests and develop a support network.
  http://www.concordia.ca/offices/cusp.html

- Concordia Student Union (CSU): Activities and socializing, as well as help with common student challenges including Housing, Job Bank and Legal Clinic.
  https://csu.qc.ca/

- BCI (Bureau de coopération interuniversitaire) card: enables a Concordia student to borrow books from other Montreal universities (and the Bibliothèque et archives nationales du Québec) without having to go through interlibrary loans.
  http://library.concordia.ca/find/bci-card.php

- Dean of Students: An increased sense of community and belonging, through the Dean of Students Office 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

- Life Skills 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, including 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: the Preferred Name procedure enables students to use an alternate preferred given name (not surnames) for certain purposes while studying at Concordia when they have personal reasons for not wanting to use their legal given names.
  https://www.concordia.ca/students/preferred-name-requests.html

- Shuttle Bus Schedule:
  http://www.concordia.ca/maps/shuttle-bus.html

- The Sexual Assault Resource Centre:
  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 & Emergency Services: tel: 514-848-3717 Anytime, anywhere. Services includes safewalk, access requests, lost & found, First Aid Supplies, Fire & Crime Prevention
  http://www.concordia.ca/campus-life/security.html

- What to do in an emergency:
  http://www.concordia.ca/campus-life/emergency/what-to-do.html

12. Minimum Computing Requirements for Distance Learning (see following page)

For further information http://www.concordia.ca/finearts/cda.html

Minimum Computing Requirements For Distance Learning   ⌃

A computer with the following basic specs should be sufficient for online distance 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 special software you absolutely need. It will also be better supported when you initiate a remote desktop connection to our lab machines since they are mostly Macs.