

# Department of Design and Computation Arts Undergraduate Syllabus (2019-20)

## General University Information

The University Calendar is available online at:

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

## 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>

### 1. Department Fees

Students must pay an annual fee of \$50 at the beginning of the fall semester and this applies to each year of study in the DCART program. This fee covers the maintenance and consumables of Department-specific labs. The Departmental fees must be paid within the first two weeks of the fall term. Payments can be made online at: <https://stores.concordia.ca/supplies/fine-art-fees.html>. For payments in person please visit the Art Supply Store in the McConnell Library Building, LB - 119 (CASH ONLY). The receipt must be logged in with the Department Administrator (Mich Sardella, EV 6.771). **Emailing a photo of the receipt is acceptable.** Non-payment will prevent students from borrowing department-owned audio-visual equipment and disallow access to the Sensor/Visual Communications and Computation Labs and Documentation Room.

#### CDA Fees

CDA fees (\$45/semester), are administered through the CDA (Center for Digital Arts), which is part of the Faculty of Fine Arts. Payments can be made online at: <https://stores.concordia.ca/supplies/fine-art-fees.html>. For payments in person, please visit the Art Supply Store in the McConnell Library Building, LB-119 - (CASH ONLY). Receipts must be logged in at the CDA Depot (EV 5.760) to register for a CDA account, which enables access to workstations in the fifth floor classrooms, Open Access Lab and edit rooms, as well the CDA server, which holds Class Shares and personal server space. A CDA account is also required to sign out CDA-owned equipment. For more information, see <http://cda.concordia.ca/>.

### Course Materials

There may be material costs associated with individual courses, such as textbooks, art supplies, and fees for in-class workshops and field trips.

### 2. Workshop and Lab Regulations and Bookings

Regulations for the workshops (8<sup>th</sup> floor in the EV building) and labs will be provided and must be adhered to. Appointments must be made in advance. Please refer to the guidelines for the Core Technical Centre (CTC) on their website at:

<https://www.concordia.ca/finearts/facilities/studio-support/core-technical-centres.html>

See guidelines and reservation procedures for the Photo Documentation Room and each Department-specific lab (Sensor Lab, Visual Communication Lab, Soft Surface Lab and Computation Lab):

<http://www.concordia.ca/finearts/design/facilities.html>

### 3. Email

Students are required to have a valid and stable e-mail account during their study period, as instructors use a shared class email list for communication purposes. In general, email communications from the Department and 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).

### 4. Class Organization

- Studio courses have 4-hour classes. At least 50% of the time allotted is reserved for lectures, presentations, group critiques and class discussions led by the professor.
- Theory courses vary in length. At least 50% of the time allotted is reserved for presentation and discussion by the professor.

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. Attendance is required for all classes.

For the average student, each credit represents a minimum of 45 hours of academic activity, including lectures, tutorials, laboratories, 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 amounts 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

### Participation

In-class 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.

### Department Standard for Attendance

As a 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 an automatic failure. Notification in writing will be sent by the instructor to the student after two missed classes. Information will not be repeated due to absence or tardiness, except for a medical or other legitimate reason. In all cases, students are responsible for any coursework due during periods of absenteeism, including the Drop/Add period (DNE "Did Not Enter").

### 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 full or partial absence, according to the discretion of the instructor.

### Mobile Devices

Students are encouraged to take notes, however unauthorized use of mobile devices (tablets, phones and laptops) and social media is prohibited during lectures, presentations and critiques.

## 6. 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 should take appointments with Part-Time Faculty (EV 6.705).

## 7. 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 instructor.

## 8. Course Projects & Activities

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

- 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. Please note: projects must be picked up once the final grade has been received or they will be recycled. Final assignments/projects will not be kept for longer than one academic year.

#### Class Activities

Field trips, activities, workshops, exercises etc. help develop specific knowledge and technical skills. Students may be required to cover additional expenses for some of these activities. Receipts are available on request from the department administration.

#### Projects requiring CTC workshops

Technical drawings must have written approval from the instructor and the CTC technician before construction can begin. In general, projects should not exceed one cubic meter, unless the instructors in consultation with the technician give specific permission. Projects must take sustainability principles into account.

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

The project is automatically reduced by a minimum of one-full letter grade (or approximately 10%) unless a medical certificate or other valid reason is provided, according to class policy.

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.

## 10. Academic Re-evaluation

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 II Academic Re-evaluation. <http://www.concordia.ca/academics/undergraduate/calendar/current/sec16/16.html>

University Information: Conduct, Definitions and Regulations

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 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). For more information on plagiarism and how to avoid it, see:

<http://www.concordia.ca/students/academic-integrity/plagiarism.html>

Course Evaluation End of Term

The Centre for Teaching and Learning (CTL) distributes a formal evaluation for all courses. Some of these evaluations are accessed online through the students' MyConcordia Portal and others by hard copy, which are completed during class-time. In the case of the former, instructors are encouraged to remind their students to fill in these evaluations. In the case of the latter, the instructor must leave the room during the evaluation process. The forms are distributed, filled in anonymously, collected by a student representative who then seals the forms in an envelope. Both the student and the instructor sign the envelope. The student then takes the envelope to the Security Office in the lobby of the building where the class takes place. This is an important part of the university-wide course evaluation process and must be completed by the student. The instructor will receive a summary of the results along with a transcript of all written comments. Written comments are confidential and only seen by the instructor.

## 11. Student Resources

- Aboriginal Students Resource Centre, is 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 Center 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 <http://www.concordia.ca/students/parenthood/affordable-food.html>
- 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/>
- CDA (Center for Digital Arts): <http://www.concordia.ca/finearts/cda.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>
- 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/>
- CREPUQ cards: <http://library.concordia.ca/find/bci-card.php>
- Dean of Students: An increased sense of community and belonging, through the Dean of Students Office <http://www.concordia.ca/offices/dean-students.html> including the Live (Leadership, Initiative, Volunteer Engagement) Centre
- Emergency Food Fund <http://www.concordia.ca/students/spirituality/emergency-food-fund.html>
- Empower Me (24hr hotline) tel: 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>
- 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, <http://www.telaide.org/> Note: This organization has a list of resources on their website for Abuse/Intimidation and Addictions.
- Tel-Jeunes Montréal tel: 514-288-2266, Toll Free tel : 1-800-263-2266  
<https://www.teljeunes.com/accueil>
- University Security <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>