Department of Design and Computation Arts

Undergraduate Information 2024-2025

design.concordia.ca

This document is intended to give undergraduate students in the Design and Computation Arts programs an overview of resources, department standards, and best practices to facilitate their studies.

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Our values

Territorial Acknowledgement

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.

https://www.concordia.ca/finearts/design/about/territorial-acknowledgement.html

Statement on Inclusivity and Safer Spaces

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, 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 behavior (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.

https://www.concordia.ca/finearts/design/about/diversity-safer-spaces.html

Health and well-being

In keeping with Concordia's emphasis on the well-being of all students and employees, our department is committed to supporting the mental, physical, and social health of all students, faculty, and staff in our community. Please do not hesitate to reach out to faculty and staff if you need help and are unsure of where to get it.

https://www.concordia.ca/health.html

Department Position on Generative Artificial Intelligence

The Department of Design and Computation Arts acknowledges the potential of Generative Artificial Intelligence (GenAI) tools as they continue to develop in scope and power, while also recognizing the biases and societal impacts that widespread use will bring. For these reasons, we encourage students to engage critically with these tools as they become more prevalent in everyday life and creative practices. To achieve meaningful results with GenAI, it is essential to invest time in building a strong understanding of the subject. Based on this knowledge, refining prompts and longer-term work towards custom models and datasets is crucial for producing output relevant to the topic and your own perspective. As a student in a design and computation arts program, always remember that your primary goal is to be original and creative. When using GenAI tools, question the output and consider whether it aligns with your creative process, original thought, and personal style.

In our courses, the use of GenAI is at the discretion of individual instructors. If instructors allow the use of GenAI for assignments—whether essays, programming, visual design, or other forms—students must use these tools responsibly. This includes, at a minimum, disclosing and documenting GenAI tool use in an appendix, footnote, or note. The documentation should specify which tools were used, their versions, how they were used, and how the AI-generated results were incorporated into the submitted work. It is the student's responsibility to ensure that submitted work does not contain incorrect information related to class concepts, inappropriate responses to assignments, or details that cannot be explained or discussed in depth. Such issues are considered a misuse of

GenAI. In short, you are responsible for the work you submit, whether you use GenAI or not.

Contacts

All student inquiries should be addressed to Kathy McAleese either in person at her office or via the email address designandcomputationarts@concordia.ca.

Department Assistant

Kathy McAleese
Office: EV6.761
Email: designandcomputationarts@concordia.ca

Undergraduate Program Director (Computation Arts)

Associate Professor Jonathan Lessard
Email: upd.cart@concordia.ca

Undergraduate Program Director (Design)

Assistant Professor Kevin Lo (Design)
Email: upd.dart@concordia.ca

Department Chair

Associate Professor Pippin Barr
Email: pippin.barr@concordia.ca

Key information

Academic Dates

It is vital to review the university's official Academic Dates to understand when the semesters begin and end, when it is possible to add or drop courses, and more. Pay special attention to the DNE (did not enter) and DISC (academic withdrawal) dates as they can impact your GPA and/or your finances.

Email

Students must 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 My Concordia portal.

Facilities

For an in-depth discussion of facilities please refer to the [Facilities page on our website](#).

Fees

Department Fee

The Department of Design and Computation Arts runs multiple departmental labs to help students with everything from bookmaking to programming to sewing. You can read more about them on our [Facilities page](#).

To support and have access to these labs, students pay an annual fee of $50 at the beginning of the fall semester each year of their study in the DCART program. This fee must be paid within the first two weeks of the fall term. Payments can be made online via the [Online Fees system](#). Scroll down to "Design and Computation Arts" and click it, then choose "DCart Department fee" and proceed to checkout.

CDA Fees

The CDA (Centre for Digital Arts) is a Faculty of Fine Arts unit that supports multiple computer labs, loans technical equipment via its depots, and also maintains recording studios and other creative resources. You can learn more about the membership benefits on the [CDA Membership Page](#).

To have access to the CDA, including a user account to use on their lab computers, students pay a fee of $45 each semester. You can pay these fees by following the instructions on the [CDA Membership Page](#).

Other fees

Some workshop-based studios may also 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 required for projects where necessary, to be purchased by the student at their expense.

Standards

Attendance

Students should use the [Short Term Absence form](#) when they miss up to four days of classes. The form will notify all their instructors directly.

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

Breaks

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.

Office Hours

Instructors will be available to students outside class hours. Individual appointments are scheduled during posted office hours or as arranged with the instructor. Full-time faculty members are asked to have office hours for students for two hours each week. Students may also make appointments with part-time faculty via their email address.

Grading

The department broadly characterizes the major grade categories as follows.

A-range	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-range	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-range	Satisfactory	The work demonstrates sufficient interpretation, fulfilling the assignment's basic requirements. However, some aspects of the development and outcome are missing or lacking completion.
D-range	Marginal pass	The work demonstrates a minimal interpretation of the assignment.

F	Fail	No submission or a completely insufficient interpretation of the assignment.

For more information on Failing Grades, Grade Notations and Late Completions (INC grades), please refer to the [Undergraduate Calendar, Academic Information: Definitions and Regulations, Section 16.3](#).

Late submission

Department policy allows instructors to reduce the grade for a late project as they deem appropriate. Make sure to contact your instructor if you are at risk of submitting your work late.

Re-evaluation

All students have the right to apply for a 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.

Students who still wish to make a formal application for re-evaluation should read [Section 16.3.9 of the Undergraduate Calendar](#).

Academic Integrity

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). Please see the university's information about [Academic Integrity](#) for more information.

Resources

[Otsenhákta Student Centre](#)

An on-campus resource for First Nations, Métis, and Inuit students.

[Concordia University Centre for Creative Reuse (CUCCR)](#)

CUCCR diverts materials from Concordia's waste-stream and offers them to the general community for free.

Access Centre for Students with Disabilities (ACSD)

The ACSD supports students with a variety of disability conditions and accommodations to students with temporary disability conditions that are a result of illness or injury.

The Concordia Food Coalition (CFC)

The CFC is an organization focused on the economic, social, and ecological implications of the way food is accessed in the Concordia community.

The People's Potato

The People's Potato serves delicious food.

Advocacy and Support Services Office

Assists students who face demanding situations and helps them understand Concordia's rules and regulations.

Concordia Maps

Maps of Concordia's campuses.

Health and Wellness

Clinical, mental health, and health promotion.

Counselling and Psychological Services

Counselling and Psychological Services provides short-term counselling to currently registered Concordia students.

Concordia Libraries

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.

Concordia Student Union (CSU)

Activities and socializing. Help with common student challenges including Housing, Job Bank and Legal Clinic.

Dean of Students

An increased sense of community and belonging including the Live (Leadership, Initiative, Volunteer Engagement) Centre.

Emergency Food Resources

Student emergency and food fund.

Empower Me

1-844-741-6389

For immediate mental health and crisis support (24-hour hotline)

Financial Aid and Awards Office

Find information and resources to help fund and manage your investment in your education.

Instructional & Information Technology Services (IITS)

For any technical support needs at the university, including your user account or difficulty with the university's systems, contact IITS.

International Student's Office (ISO)

If you're one of the thousands of international students planning to attend or already attending Concordia University, you'll find resources and services here to support you throughout your time at Concordia.

Student Success Centre

Learning support, workshops and more.

Mentoring

Mentoring upper-level, successful students from each Faculty.

Multi faith Chaplaincy

Workshops, discussion groups, pastoral and spiritual counselling.

Office of Rights and Responsibilities

Assistance in identifying and managing disruptive behaviors i.e., discrimination, harassment, and threatening behaviors.

Ombuds Office

Problem-solving and conflict resolution related to university policies, rules, and procedures.

Preferred Name Requests

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.

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 diverse needs and comfort levels, you have a variety of options.

Sexual Assault Resource Centre (SARC)

Concordia students, staff and faculty will find a safe space at SARC should they experience any form of sexual violence, at any point in time.

Tel-Aide Crisis Centre (Montreal)

514-935-1101

The organization has a list of resources on their website for Abuse/Intimidation and Addictions.

Tel-Jeunes Montréal

1-800-263-2266 (toll-free)
514-288-2266

Quand tu ressens le besoin de parler.

Campus Safety and Prevention Services

514-848-3717

Concordia's campus safety and prevention services have extensive support and educational resources for students, staff, and faculty, including what to do in an emergency. If you or someone else needs help in a situation, call campus safety rather than the police.

Wellness Together Canada

1-866-585-0445

24/7 support for graduate students residing in Canada