

## Department of Design and Computation Arts Undergraduate Syllabus 2023-24

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>

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>

While on campus, mass vaccinations are the key to making everyone 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-19vaccination>

Health and Safety protocols while on campus, may be found on the University website.

<https://www.concordia.ca/coronavirus/return-to-campus.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.

### Fall 2023 term dates:

- The first day of the Fall term is **September 5**
- The Did Not Enter (DNE) last day is **September 18**
- Thanksgiving Day (university closed) **October 9**
- Mid-Term Break **October 10-15**
- The last day of the Fall term is **December 4**
- Discontinue (DISC) Academic withdrawal is **December 5**
- Final exams period is **December 6 – 19**
- Holiday period, university closed (**December 23 to January 7**)

Winter 2024 term dates:

- The first day of the Winter term is **January 15**
- Deadline to apply for Spring convocation **January 15**
- The Did Not Enter (DNE) last day is **January 29**
- President's Holiday (university closed) **March 1**
- Mid-Term Break **February 26 – March 3** ● Easter Holiday **March 29 – April 1**
- Make-up day for classes **March 29 and 30**
- The last day of the Winter term is **April 15**
- Discontinue (DISC) Academic withdrawal is **April 17**
- Final exams period begins **April 18**

**Teaching and Learning - Winter 2024**

For more information about the Department and program-related listings, please refer to the Design and Computation Arts website.

<https://design.concordia.ca/>

We are actively working to accommodate exceptional circumstances regarding 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**

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://www.concordia.ca/finearts/cda.html> and scroll down to "Pay Your Fees Now." 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 required for projects, to be purchased by the student at their expense.

**2. 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, which connects automatically to lists generated by Moodle and SIS (Student Information System).

**3. In-Person/Blended course content delivery**

All courses will primarily be taught on campus unless otherwise stated on the class schedule. 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.

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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 \(concordia.ca\)](#)
- Instructors will do their best to adapt to student's needs as they come up.
- CDA (Centre for Digital Arts) 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**

As of the editing of the syllabus, the university policy is that students do not have to wear a mask while in school except for in Health Services where a mask is obligatory.

### **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, and 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 9:00am and 4:30pm 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](mailto:michelina.sardella@concordia.ca)

Department Assistant, Kathy McAleese, [designandcomputationarts@concordia.ca](mailto:designandcomputationarts@concordia.ca)

Graduate Assistant, MDes Program, Angela Enea, [mdes@concordia.ca](mailto:mdes@concordia.ca)

Undergraduate Program Director-DART, Christopher Moore, [upd.dart@concordia.ca](mailto:upd.dart@concordia.ca)

Undergraduate Program Director-CART, Jonathan Lessard, [upd.cart@concordia.ca](mailto:upd.cart@concordia.ca)

Interim Chair, Associate Professor, Pippin Barr, [by appointment designandcomputationarts@concordia.ca](mailto: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 participation is considered an important and significant part of each course. Attendance is taken, and students are responsible for being 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**

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 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").

**Department Standard for Punctuality**

Students missing fifteen minutes or more (through late arrival or leaving while class is in session) will be considered 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 must 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 (EV 6.732) at their email address.

**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. The university's class evaluation system is operating as usual.

**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. <https://www.concordia.ca/academics/undergraduate/calendar/current/section-16academic-information-definitions-and-regulations/section-16-3-evaluation-administrative-notationsexaminations-and-performance-requirements.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 pre-arranged with the instructor and with the Chair's approval.

### **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 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.

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](#).

## **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 open to all students, click [here](#) for more information.

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 have discussions 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

<https://www.concordia.ca/academics/undergraduate/calendar.htm>

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Academic Information: Definitions and Regulations

<https://www.concordia.ca/academics/undergraduate/calendar/current/section-16-academic-informationdefinitions-and-regulations.html>

Faculty of Fine Arts Student Academic Services <https://www.concordia.ca/finearts/students/sas.html>

Student Advocacy Office

<https://www.concordia.ca/students/success/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, Section 17.10 [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 and [How to get Adobe CC](#)
- 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 Wi-Fi.  
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. [https://www.concordia.ca/students/otsenhakta.html?utm\\_campaign=aboriginal](https://www.concordia.ca/students/otsenhakta.html?utm_campaign=aboriginal)
- Academic Dates: <https://www.concordia.ca/events/academic-dates.html>
- Access Centre for Students with Disabilities (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. <https://www.concordia.ca/students/accessibility.html>
- Affordable food: The People's Potato serves delicious food. They have partnered with the Concordia Food Coalition (CFC).

<https://www.concordia.ca/cuevents/offices/vpss/sustainability/2021/10/26/peoplespotato-free-lunch.html>

- Advocacy and Support Services Office: assists students who face demanding situations and helps them understand Concordia's rules and regulations.  
<https://www.concordia.ca/students/success/advocacy.html>
- Calendar: <https://www.concordia.ca/academics/undergraduate/calendar.html> ● Concordia Maps: <https://www.concordia.ca/maps/sgw-campus.html>
- Clinical, mental health, and health promotion, through Health Services:  
<https://www.concordia.ca/health.html>
- Counselling and Psychological Services:  
<https://www.concordia.ca/health/mentalhealth/counselling.html>
- Concordia Libraries: <https://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. <https://www.concordia.ca/students/student-parentscentre.html>
- Concordia Student Union (CSU): Activities and socializing. Help with common student challenges including Housing, Job Bank and Legal Clinic. <https://csu.gc.ca/>
- Dean of Students: An increased sense of community and belonging including the Live (Leadership, Initiative, Volunteer Engagement) Centre.  
<https://www.concordia.ca/students/life/dean-ofstudents.html>
- Emergency Food Fund: [Student emergency and food fund \(concordia.ca\)](#)
- Empower Me for immediate mental health and crisis support (24-hour hotline):1-844-741-6389
- Financial Aid and Awards Office: <https://www.concordia.ca/students/financial.html>
- Instructional & Information Technology Services (IITS):  
<https://www.concordia.ca/offices/iits.html>
- International Student's Office (ISO): <https://www.concordia.ca/students/international.html>
- Learning Support:  
[https://www.concordia.ca/students/success/learningsupport.html?utm\\_campaign=learning-support.html](https://www.concordia.ca/students/success/learningsupport.html?utm_campaign=learning-support.html)
- Learning Services Workshops:  
<https://www.concordia.ca/students/success/learningsupport/workshops.html>
- Mentoring from upper-level, successful students from each Faculty:  
<https://www.concordia.ca/students/success/new/mentoring.html>
- Multi faith Chaplaincy: Workshops, discussion groups, pastoral and spiritual counselling:  
<https://www.concordia.ca/students/spirituality.html>
- Office of Rights and Responsibilities: assistance in identifying and managing disruptive behaviors i.e., discrimination, harassment, and threatening behaviors.  
<https://www.concordia.ca/conduct/behavioural-integrity/rights-responsibilities.html>
- Ombuds Office: problem-solving and conflict resolution related to university policies, rules, and procedures. <https://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 diverse 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: <https://www.concordia.ca/maps/shuttle-bus.html>
- Sexual Assault Resource Centre (SARC):  
<https://www.concordia.ca/conduct/sexualassault.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.  
<https://telaidemontreal.org/>
- Tel-Jeunes Montréal : quand tu ressens le besoin de parler 514-288-2266 1-800-263-2266 (toll-free). <https://www.teljeunes.com/>
- University Security: <https://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:  
<https://www.concordia.ca/campuslife/security/emergency/procedures.html>