



Instructor's Course Guideline – Winter 2008

Instructor: Daniel Dugas
Course: MADT 101 - Exploring Digital Environments
Office #:
Office Hours: By appointment after 5PM on Wednesday
WEBSITE: <http://dugas.acadnet.ca/madt101.html>

Description:

This is an introductory course emphasizing the acquisition of basic theoretical and practical skills required to work in digital environments and communities. Students will explore contemporary digital practices and theory through studio projects, workshops and assignments. The course emphasizes fine art practice using the new tools of interactivity for expression, performance and communication. Collaborative and independent projects will explore some of the ways to work digitally using computer generated and supported media such as video, audio, projection, performance, interactivity and installation.

Objectives:

Upon successful completion of this course the student will have:

1. A working knowledge of computer software and hardware and its potential for use in the production of artwork;
2. An understanding of the methods and means by which digital work can be disseminated and a basic understanding of the critical contexts and communities in which it can be situated.

Evaluation:

Students will be evaluated on assigned work and independent research. Evaluation will be based upon the quantity and quality of the research, on the successful completion of assignments and on the student's interest, curiosity, involvement and commitment to the objectives of the course. Specific criteria will be stated in writing and distributed by the course instructor normally by the end of the first week of instruction.

Projects/Assignments:

1. WEB	15%	Due date: January 30, 2008
2. VIDEO	20%	Due date: February 27, 2008
3. DRAWBOTS	10%	Due date: March 7, 2008
4. AUDIO / REMIX	20%	Due Date: April 23, 2008
5. QUIZ	15%	Due Date: April 9, 2009
6. ATTENDANCE / PARTICIPATION	20%	

Late assignments: Unless otherwise specified, assignments will be due in class on the date as indicated above. Assignments late without valid reason, and without consultation with the instructor, will be penalized by one grade point for every day late past the due date.(e.g.: A becomes A-, etc.) An informal mid term evaluation will be given.

Have fun! Questions are welcome at all times.

Attendance Policy:

All classes are mandatory.

Materials:

Text: Suggested readings:

The New Media Reader
Edited by Noah Wardrip-Fruin and Nick Montfort
The MIT Press, Cambridge, Massachusetts
London, England
ISBN: 0-262-23227-8

College/Program/Department Policies and Procedures:

Students and faculty should refer to the College's website for up to date information concerning academic and campus regulations. Students and faculty are responsible for familiarizing themselves and complying with all College policies, procedures and regulations as well as specific Program and/or Department regulations as distributed. Program regulations will normally be distributed within the first week of classes.

Storage of Student Artwork:

Due to the lack of space to store artwork, all student work must be removed from the College by Thursday, April 27, 2007. Any artwork remaining may be disposed of.

MID-TERM MARKS PROCESS

First Year Studies Department

In the first week of October and the first week of March the Registrar's Office will provide faculty who are teaching courses in First Year Studies with a class list for each of their classes. The list will have an appropriate space to record a mid-term grade for each student. Faculty will then fill out and return the form to the Registrar on or before the date indicated by the Registrar.

The Registrar's Office will record mid-term marks and generate a statement of midterm grades for each First Year Studies student. The statements of midterm grades for First Year Studies classes will be available to each student through the ACAD WebService.

Faculty can then make arrangements to discuss with students their progress to mid-term. This process will be completed in time to allow students to make informed decisions whether or not to withdraw from a class before the deadline to withdraw without failure.

Midterm grades will not appear on students' records and will only act as an indicator of students' progress in each of the classes in which they are enrolled.

This structure standardizes the delivery of midterm grades and supports Procedure 500.07.1 – Grading and Progression, which states, *"Instructors are responsible for providing students with feedback on their progress in the course at or before mid-term of the semester so that students may, on the basis of instructor feedback, make an informed decision to continue or withdraw from the course. Where the nature of the course does not lend itself to a formal mid-term evaluation, instructors are required to notify those students whose progression to that date is not satisfactory by way of a "Warning Letter" issued through the Registrar's Office."*

The standardization of the process will insure that students are treated in the same manner and will ensure that students can track their progression in each of their courses. It will also assist faculty and students in cases of a misunderstanding or in cases where the final grade is appealed. Instructors' Course Guidelines will inform students that unofficial (do not appear on official student record) midterm marks will be released to students through ACAD Web Service.



Disposal / Storage of Student's Work

1. At the end of each semester, all students must remove their work from the college premises before 5.00 pm on the last day grades are submitted to the registrar. Any work left after that date is subject to disposal.
2. All faculty are responsible to notify their students of the calendar date of this deadline clearly within their course syllabus.
3. Faculty who require any student projects to be held outside of class time for evaluation must arrange to receive that work, take responsibility for its safe storage, and be responsible for the secure pick up of that work.
4. Heads of Majors are responsible for ensuring the clear posting of signage that details the calendar date of the last day in that semester that grades are submitted to the registrar, and the consequences for student's artwork that is left on the College premises past that date.
5. Heads of Majors are responsible for communicating in writing with all of their Technicians and support staff in their area the calendar date for the disposal of student artwork.
6. Department Chairs are responsible for ensuring that all Heads communicate in writing with their Faculty, Technicians and support staff the calendar dates for the disposal of student work in each semester.
7. The Director of Facilities/Ancillary Services is responsible at the beginning of each semester to communicate in writing to all relevant Facilities staff in the College the calendar date for the disposal of student art for that semester.
8. ACAD is not responsible for backing up or storing digital files. ACAD does not accept responsibility for lost digital work, nor does it guarantee against occasional, unforeseen and inevitable file server crashes. To guard against data loss, students and faculty must use external drives, DVDs or other means of personal storage to back up their work.

Local hard drives on College computers are considered temporary workspaces, and files on these drives can be deleted at any time.