

University of Calgary
Department of Communication, Media and Film

COMS 581: Senior Project in BCMS/BFS

WINTER 2023: January 9 to April 12 (excluding February 19-25)

Lecture: T 14:00-14:50

Lab: T 15:00-16:50

Location: ST 055

This course will be delivered in person.

Instructor:	Julia Chan
Office:	SS 306
Email:	julia.chan@ucalgary.ca
Web Page:	D2L (access via MyUofC portal)
Office Hours:	Thursdays, 10 a.m. – 12 p.m.

Course Description

An advanced research and experiential project incorporating academic research and media production. The project will be produced in a medium appropriate to the student's specialization: print, radio, television, video, film, or digital media.

Additional Information

The weekly schedule of topics can be found at the end of this outline. A detailed outline of readings and activities can be found on D2L.

Students are responsible for reading and following all course and university policies discussed in this outline.

Objectives of the Course

By the end of this course, students should be able to:

- Plan and execute the production of a media project
- Develop and integrate skills of research and media production
- Connect and apply critical concepts and ethics into their media-making practice
- Reflect on and evaluate their experience of media-making

Textbooks and Readings

All readings are available via D2L.

Learning Technologies and Requirements

In order to complete courses, University of Calgary students are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security and malware updates, with current antivirus software enabled;
- Broadband internet connection, and a current and updated web browser;

- A webcam (built-in or external), and a microphone and speaker (built-in or external) or headset with microphone (for online synchronous courses only).

If you need access to other software programs to complete assignments, your instructor will provide relevant information and links.

If you have technical difficulties, contact IT support services. See <https://www.ucalgary.ca/pubs/calendar/current/student-campus-services-information-technologies-it.html>

Policy on the Use of Electronic Communication Devices

Out of respect for everyone in class, please refrain from using any unnecessary electronic communication devices during class (emergencies excepted). Recording of classes and lectures is not allowed unless authorized by the instructor.

Please familiarize yourself with the University’s policy on the recording of lectures, which is outlined at <https://www.ucalgary.ca/pubs/calendar/current/e-6.html>, and carefully review the section on Instructor Copyright at the end of this outline.

Assignments and Evaluation

Weight	Assessed Components	Due
10%	Reading Assignment (500 words) After reading the assigned selection in Week One, write a summary and reflection on it using the format provided in D2L.	Jan 17
25%	Research Portfolio with Annotations Create an annotated research portfolio that will contain background research on your topic. The portfolio must include (a) at least 2 <u>scholarly</u> readings that will provide the theoretical lens for your project and (b) background research into your topic, which may include scholarly articles, news articles, books, documentaries, et cetera (at least 3 pieces). Each piece in your portfolio must be accompanied by a detailed paragraph explaining what it is, why it is important, and how it will inform your project.	Jan 31
15%	Production Plan Submit a detailed proposal (1-2 pages) for completing your project, including any equipment and crew that you will source, a production schedule, and any bookings or other scheduling you will need to organize.	Feb 17
35%	Final Media Project Create a video documentary (3-5 min), audio documentary (3-5 min), or zine (print or digital). Any other formats must be approved by the instructor before production begins.	Mar 28
15%	Critical Reflection Using the questionnaire provided in D2L, reflect on and self-assess your work and participation throughout the course.	Apr 11

Registrar-scheduled Final Examination: No

Note: You must complete all assignments or a course grade of F may be assigned at the discretion of the instructor.

Submission of Assignments

Please submit all assignments in class or by uploading them to the designated D2L dropbox. Include your name and ID number on all assignments. Be sure to keep a copy of each submitted assignment and to submit the proper version.

Private information related to individual students is treated with the utmost regard by University of Calgary faculty. Student assignments will be accessible only by the authorized course faculty, and personal information is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. Please note that instructors may use audio or video recording for lesson capture, assessment of student learning, and self-assessment of teaching practices.

Policy for Late Assignments

Assignments submitted after the deadline may be penalized with the loss of 5% or a partial letter grade (e.g.: A- to B+) for each day late.

Student Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation based on a protected ground other than disability should communicate this need in writing to their Instructor. For the full policy on Student Accommodations, see <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Students seeking accommodation for transient illnesses (e.g., the flu) or another legitimate reason should contact their instructors.

Expectations for Writing

Department policy directs that all written assignments and, to a lesser extent, written exam responses be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc.) but also general clarity and organization and proper documentation of research sources. For further information, please refer to the *University of Calgary Calendar* section on writing across the curriculum: <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Grading & Department of Communication, Media and Film Grade Scale

The following table outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film. Final grades are reported as letter grades. For components graded using percentages or numerical scores, those values will be used directly in calculating the final course grade, while for components graded using letter grades, the letter grades will be converted to the midpoint values listed in the final column of the table below in calculating the final course grade.

In this course, letter grades will be used for assignments.

Grade Point Value	Description	Grade	Dept of CMF grade scale equivalents*	Letter grade % equivalent for calculations*
4.00	Outstanding performance	A+	96 - 100%	98.0%
4.00	Excellent performance	A	90 - 95.99%	93.0%
3.70	Approaching excellent performance	A -	85 - 89.99%	87.5%
3.30	Exceeding good performance	B+	80 - 84.99%	82.5%
3.00	Good performance	B	75 - 79.99%	77.5%
2.70	Approaching good performance	B-	70 - 74.99%	72.5%
2.30	Exceeding satisfactory performance	C+	65 - 69.99%	67.5%
2.00	Satisfactory performance	C	60 - 64.99%	62.5%
1.70	Approaching satisfactory performance	C-	55 - 59.99%	57.5%
1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject	D+	53 - 54.99%	54.0%
1.00	Minimal pass. Insufficient preparation for subsequent courses in the same subject	D	50 - 52.99%	51.5%
0.00	Failure. Did not meet course requirements.	F	0 - 49.99%	0%

* Column 4: If percentages are used to calculate final grades, then grades falling within these ranges will be translated to the corresponding letter grades. Column 5: These percentage equivalents will be used for calculating final grades unless an alternative method of final grade calculation is outlined above.

Plagiarism

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. **In-text citations must be provided, and readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin.** Wording taken directly from a source must be enclosed within quotation marks (or, for long quotations, presented in the format prescribed by the documentation style you are using). Paraphrased information must not follow the original wording and sentence structure with only slight word substitutions here and there.

For information on citation and documentation styles (MLA, APA, Chicago, IEEE, etc.), visit the Student Success Centre resource links at <https://ucalgary.ca/student-services/student-success/writing-support> or the Purdue Online Writing Lab (OWL) Research and Citation Resources at https://owl.purdue.edu/owl/research_and_citation/resources.html

If you need help with your writing or have questions about citing sources, consult your instructor or visit the Student Success Centre, Taylor Family Digital Library. To book an appointment, go to <https://ucalgary.ca/student-services/student-success/writing-support>

Instructor Intellectual Property & Copyright Legislation

Course materials created by the instructor (including lectures, course outlines, presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed, or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the same course section and term may be allowed under fair dealing. Check with the instructor if you have any questions about sharing materials with classmates.

To ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes & electronic versions of textbooks), all students are required to read the *University of Calgary Policy on Acceptable Use of Material Protected by Copyright* at <https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy> and the requirements of the *Copyright Act* (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Academic Misconduct

For information on academic misconduct and its consequences, please see the *University of Calgary Calendar* at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Research Ethics

Whenever you perform research with human participants, including surveys, interviews, or observations as part of your university studies, you are responsible for obtaining research ethics approval and for following university research ethics guidelines. In some cases, your instructors may apply for course-based research ethics approval for certain assignments, and in those cases, they must review and approve your research plans and supervise your research. For more information about your research ethics responsibilities, please see <https://arts.ucalgary.ca/research/arts-researchers/resources-researchers-and-instructors/ethics>

You may opt to include an interview with an expert in your media project, if you choose. This course has obtained course-based research ethics approval from the Conjoint Faculties Research Ethics Board (CFREB) for this activity. If you choose to conduct an interview, you must submit your plans to the instructor for approval before you conduct the interview.

Deferrals of Course Work and Requests for Reappraisal

For university regulations and procedures related to deferral of term work, see <https://www.ucalgary.ca/pubs/calendar/current/g-7.html>

For information about deferrals of final examinations, see <https://www.ucalgary.ca/pubs/calendar/current/g-6.html>

For information about requesting a reappraisal of course work or of a final grade, see <https://www.ucalgary.ca/pubs/calendar/current/i.html>

Student Support Services and Resources

Please see <https://www.ucalgary.ca/registrar/registration/course-outlines> for information about student support services and resources, including Wellness and Mental Health Resources, Student Success programs and services, the Student Ombuds Office, the Student Union, and Safewalk. For resources on D2L, Zoom, Yuja, etc., see

<https://elearn.ucalgary.ca/resources-for-students/>. (Find the topic menu under the icon to the left of the ELEARN banner.)

Schedule of Lecture Topics *

*Your learning is my priority. To that end, this schedule may be subject to change if necessary. For a detailed schedule of activities and readings, please see the schedule posted in D2L.

DATE	TOPIC	TASKS AND ASSIGNMENTS
UNIT ONE: RESEARCH		
Jan 10	Week 1: Introduction	
Jan 17	Week 2: What is care? What do we care about? How do we care?	Due Jan 17: Reading Assignment
Jan 24	Week 3: Media practice and care	
UNIT TWO: PRE-PRODUCTION		
Jan 31	Week 4: Production workshops	Due Jan 31: Annotated Research Portfolio
Feb 7	Week 5: Production workshops	
Feb 14	Week 6: Production planning	Due Feb 17: Production Plan
READING WEEK: FEBRUARY 19-25 NO CLASS THIS WEEK		
UNIT THREE: PRODUCTION		
Feb 28	Week 7: Production, troubleshooting, progress reports	
Mar 7	Week 8: Production, troubleshooting, progress reports	
Mar 14	Week 9: Production/Post-production, troubleshooting, and progress reports	

Mar 21	Week 10: Post-production, troubleshooting, and progress reports	
Mar 28	Week 11: Student presentations and debrief	Due Mar 28: Final Media Project
Apr 4	Week 12: Student presentations and debrief	
Apr 11	Week 13: Independent project work (No formal class this week)	Due Apr 11: Critical Reflection