Digital Media Project (Capstone), CSE 4700
[UNDERGRADUATE COURSE SYLLABUS]

Funk Forest, Theo Watson and Emily Gobeille, 2007 Cinekid festival, the Netherlands

Time and Location: Lecture (LECT 01) Mondays 2:30p - 5:30p Room: ACW 103
      Credits: 6.00

Course Description:

This course involves the completion of a significant body of work in the area of Digital Media. The project will normally be a team project involving the development and analysis of a digital media work potentially having elements of interactivity, animation, 3-D graphics, and sound for example. The project will be presented at a public workshop towards the end of the year.

Prerequisites: Only open to students in the final year of the Digital Media program.
Course Credit Exclusions: SC/CSE 4080 3.00, SC/CSE 4081 6.00, SC/CSE 4082 6.00, SC/CSE 4084 6.00.
Prior to Fall 2009: Course Credit Exclusions: AK/AS/SC/CSE 4080 3.00, AK/AS/SC/CSE 4081 6.00, AK/AS/SC 4082 6.00, AK/AS/SC/CSE 4084 6.00.

Course Directors:

Prof. Melanie Baljko
Office: CSEB 2028
mb [at] cse [dot] yorku [dot] ca
Course consultation hours: Monday, 10-12 am or by appointment (please send email)

Prof. Mark-David Hosale
Office: GCFA 322F
mdhosale [at] yorku [dot] ca
Course consultation hours: by appointment (please send email)

I. Introduction
This course is designed as an inquiry into the field of digital media that culminates in the realization of significant project in the area of digital media.

II. Evaluation

Assessment is based on assignments, presentations, participation, the midterm, and the final project, which will be given the following weight in the final grade:

33% Assignments/Presentations/Participation
33% Midterm
33% Final Project

a. Assignments/Presentations/Participation
1. Assignments:
Assignments should be expected every week. Some assignments will be specific, while most assignments are an assessment of the student or groups progress. Assignments may be given to the class as a whole or specifically to a student or group as deemed necessary. Regardless everyone should have something ready to show from week to week. Whatever the case, the mantra for the course should be "make-make-make."

2. In-Class Presentations:
Often during the course specific in-class presentation assignments will be given. However, in addition, students should be prepared to show their progress every week as part of their weekly progress check.

3. Documentation:
Students should be documenting their work throughout the course. Periodical checks of documentation should be included in the in-class presentations and weekly assessments.
In terms of approaching documentation, this will vary from project to project. Some strategies include: blogging, photographing, journaling, video, and sound recording. Documentation should be a document of the progress of your work.

b. Midterms
Midterm grade will be based on the project proposals and project proposal presentations. Deliverables will include a written project proposal, a presentation, and a poster and/or prototype(s). A review held on the last two weeks of fall term to discuss the project proposals. This review will be open to Digital Media Faculty and students.

<u>c. Projects</u>
Projects will be realized in groups and will be a significant work in the context of digital media. The projects are evaluated on a multi-part basis, which consists of the following:

1. Final Projects:
The final product of the research and development conducted during the year.

2. Final Paper:
A paper (minimum 1500 word) that explains and justifies the technical and aesthetic considerations will accompany all projects. Although works are developed in teams, individuals will still be responsible for their own papers. Individual papers will focus primarily on your individual contribution to the work as a whole. Papers should follow the formatting of a major journal or conference within the field and should consist of the following components:

<div align="center">

I. Abstract
II. Introduction/Overview
III. Related works
IV. Description of the Development Process
V. Conclusion
VI. References

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3. Final Presentation Review:
A review held on the last two weeks of class to discuss the projects. This review will be open to DM Faculty and students.

4. Exhibition:
A public exhibition of the projects will take place during the Digital Media Showcase.

5. Auto-Evaluation:
In addition to the overall project outcome, projects will be evaluated in part by considering your own assessment of the overall project grade, your individual contribution to the project, and each of your team member's contribution.

<u>d. Grading Scheme, Assignment Submissions, and Lateness Penalties</u>
The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ - 7, C+ = 5, etc.). Assignments will bear a letter grade designation. See Grades and Grading Schemes (http://www.registrar.yorku.ca/calendars/2012-2013/academic/grades/index.htm) from the Undergraduate Calendar.

1. Grade Problems
If you have a problem with the grade you have been assigned you need to follow these steps:
o   Explain to your course director, in writing by email, why you think you deserve a higher grade.
o   If you cannot come to an agreement with your course director then you should bring your complaint to the Associate Dean Students.

2. Grading Workstation Requirements
Assignments must be able to run on a typical workstation configuration in the lab. This means projects will be evaluated on a Macintosh computer running standard software.

3. Lateness Penalties
Assignments received later than the due date will be penalized one-half grade point per day that they are late. Exceptions to the lateness penalty for valid reasons such as illness, compassionate grounds, etc. will be entertained by the Course Director only when supported by written documentation (e.g., a doctor's letter).

Students may take a limited number of courses for degree credit on an ungraded (pass/fail) basis. For full information on this option see Alternative Grading Option in the Faculty of Fine Arts section of the Undergraduate Calendar - http://www.registrar.yorku.ca/calendars/2012-2013/faculty_rules/FA/grading.htm.

III. Materials
a. Tools
The focus of this course is the pursuit of the research topic at hand, and not the development of a specific tool. Therefore the tools used for this course can be derived from any number of sources, based on the student's experience and what is ideal to carry out the project proposal. Emphasis will likely be placed on tools and techniques that are focused on in Digital Media courses, such as Max/MSP/Jitter, Arduino, and Java.

b. Lab Materials and Access
The Digital Media Program has a wealth of resources for you to work with. For details on lab materials and access, please see:
David Han, Digital Media Lab Technician,
Digital Media, Faculty of Fine Arts, York University
416.736.2100 x77465
dhan@yorku.ca

c. Course Website
A course website will be maintained for students to use for documentation and presentation of their work. Details on access and location of the site are forthcoming.

IV. Course Plan

1. Workshops
Workshops will be given throughout the course on an ad hoc basis. Workshops will be determined based on the common needs of the students, student input, and the availability of workshop leaders.

2. Mentors

Although not always possible, ideally the projects will be realized under the supervision of outside mentors. We will seek mentors based on the project proposals that are provided early in the process. Mentors may be faculty from either the Department of Computer Science and Engineering or the Faculty of Fine Arts or the Communication Studies program of the Division of Social Science, Faculty of LA&PS. Mentors in industry are also possible. All mentors will be determined on a case by case basis.

3. Schedule
The following is the schedule for the course. Lectures for this 24-week course are 3 hours. Homework and other deliverables should be completed before the start of class the day they are due. As a project development course, the courses will be divided into two main development periods that consist of Project Development, Conceptualization, and Planning; and Development/Prototyping as outlined below. Because of the unpredictable nature of the project development the

Fall 2012
:Project Development :Conceptualization :Planning

:. Specialization & State of the Research
Students will provide a general overview of the state of the research in their chosen area. State of the research is typically in the form of an annotated bibliography and will be a component of the final paper. Individuals will present articles and other materials to the class. Materials (links, articles, etc.) should be provided to the class beforehand. All students are responsible for participating the discussions that follow the presentations.

September 10, 2012	September 24, 2012
September 17, 2012	

:. Group Formation
  October 1, 2012
.: THANKSGIVING, October 8, 2012 :.

:. Project Proposals (version1)
A initial proposal of 500 words will be submitted on behalf of the group and discussed in class.
  October 15, 2012

:. Project Proposal Development
A development process towards a mature project proposal will unfold.

October 22, 2012	November 12, 2012
October 29, 2012	November 19, 2012
November 5, 2012	

:. Project Proposals Finalized
A mature project proposal will be submitted informed by the expertise gained during the development of the state of the research proposal and the proposal development process. Due November 26, 2012.

:. Midterm Evaluation

November 26, 2012
December 3, 2012

.: WINTER BREAK, December 10-31, 2012 :.

Winter 2013
:. Development/Prototyping
Focus of the course will shift to the development of projects. The format of the following dates will follow that of a workshop/studio, with class discussions and individual work. Each group will present each week. Significant progress towards achieving the final project should be apparent from week to week.

January 7, 2012	February 11, 2012
January 14, 2012	**READING WEEK, February 18, 2012**
January 21, 2012	February 25, 2012
January 28, 2012	March 4, 2012
February 4, 2012*	March 11, 2012
	March 18, 2012

*A milestone progress report will be expected on February 4, 2012.
:. Final Project Presentations
March 25, 2012 & April 1, 2012

:. Digital Media Showcase
(Date and Time, TBA)

IMPORTANT INFORMATION FOR STUDENTS

About Emailing Professors: Etiquette
● Use a proper salutation (eg "Dear Professor", not "Hey!")
● Use the "traditional" style of writing. No SMS style messages. No cutesy abbreviations (C U l8r) or other shorthand.
● Ensure all spelling is correct.
● Proof-read your email. Does it make sense? Is it coherent? Has the purpose of your communication been clearly conveyed? If not, revise until you can say yes.
● Be sure to include "CSE4700" in the subject line or else your email may be eaten by a spam filter.
● Sign your email with your name (first and last). Include your student number if appropriate.
● Once all of the above are satisfied, only then hit send.

Other Important Dates:
http://www.registrar.yorku.ca/importantdates/fw09.htm#add
All students are expected to familiarize themselves with the following information, available on the Senate Committee on Curriculum & Academic Standards webpage (see Reports, Initiatives, Documents)
http://www.yorku.ca/secretariat/senate_cte_main_pages/ccas.htm

● York's Academic Honesty Policy and Procedures/Academic Integrity Website
● Ethics Review Process for research involving human participants

- Course requirement accommodation for students with disabilities, including physical, medical, systemic, learning and psychiatric disabilities
- Student Conduct Standards
- Religious Observance Accommodation

Academic Honesty and Integrity:
York students are required to maintain high standards of academic integrity and are subject to the Senate Policy on Academic Honesty (http://www.yorku.ca/secretariat/legislation/senate/ acadhone.htm).
There is also an academic integrity website with complete information about academic honesty. Students are expected to review the materials on the Academic Integrity website (http://www.yorku.ca/ academicintegrity/students.htm).

Access/Disability
York provides services for students with disabilities (including physical, medical, learning and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials.
It is the student's responsibility to register with disability services as early as possible to ensure that appropriate academic accommodation can be provided with advance notice. You are encouraged to schedule a time early in the term to meet with each professor to discuss your accommodation needs. Failure to make these arrangements may jeopardize your opportunity to receive academic accommodations.
Additional information is available at www.yorku.ca/disabilityservices or from disability service providers:
- Office for Persons with Disabilities: N108 Ross, 416-736-5140, www.yorku.ca/opd
- Learning and Psychiatric Disabilities Programs - Counselling & Development Centre: 130 BSB, 416-736-5297, www.yorku.ca/cdc
- Atkinson students - Atkinson Counselling & Supervision Centre: 114 Atkinson, 416-736-5225, www.yorku.ca/atkcsc
- Glendon students - Glendon Counselling & Career Centre: Glendon Hall 111, 416-487-6709, www.glendon.yorku.ca/counselling

Ethics Review Process:
York students are subject to the York University Policy for the Ethics Review Process for Research Involving Human Participants. In particular, students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an Application for Ethical Approval of Research Involving Human Participants at least one month before you plan to begin the research. If you are in doubt as to whether this requirement applies to you, contact your Course Director immediately.
Religious Observance Accommodation
York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class test or examination pose such a conflict for you, contact the Course Director within the first three weeks of class. Similarly, should an assignment to be completed in a lab, practicum placement, workshop, etc., scheduled later in the term pose such a conflict, contact the Course director immediately. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online at http://www.registrar.yorku.ca/pdf/exam_accommodation.pdf

Student Conduct:
Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect and to refrain from actions disruptive to such a relationship. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. A statement of the policy and procedures involving disruptive and/or harassing behaviour by students in academic situations is available on the York website http://www.yorku.ca/secretariat/ legislation/senate/ harass.htmYork University's Code of Student Conduct is available online at: http:/ /www.yorku.ca/scdr/

CodeOfConduct.html
Please note that this information is subject to periodic update. For the most current information, please go to the CCAS webpage (see Reports, Initiatives, Documents):
http:// www.yorku.ca/secretariat/senate_cte_main_pages/ccas.htm.