Course Delivery Guide

Due to the COVID-19 pandemic, this course will be delivered exclusively remotely for the duration of the term. This guide sets out the mode of delivery for the course – a Course Syllabus and additional material indicating weekly topics and readings, course requirements, grading expectations, etc., will be available on the COMS 683 MyCourses site in the first week of the course.

The terms of this guide are subject to modification as conditions change, in order to provide flexibility and to optimize course delivery. Course requirements set out in the Course Syllabus will not be subject to modification.

General

Primary platforms for course delivery will be MyCourses, Zoom and email.

In all cases, use of the video function in Zoom will be optional and at students’ discretion.

All course documentation will be available on the COMS 683 MyCourses site.

Course readings will be available on the COMS 683 MyCourses site, online or electronically via the McGill library.

Class sessions

Seminars will take place in real time during the scheduled class period, and will be divided roughly as follows:

- Professor’s remarks (plenary): 25 minutes (recorded)
- Small group discussion: 25 minutes
- Reports (plenary): 25 minutes
- Break: 15 minutes
- Repeat

One seminar session will be devoted to presentation and discussion of term paper proposals (scheduling as indicated in Course Syllabus).
Course requirements

- Seminar participation – 20%
- Discussion group contributions – 30%
- Term paper proposal – 10%
- Term paper – 40%

*Seminar participation* will consist of vigorous participation in weekly discussions of assigned topics and texts, whether in real-time or asynchronously.

*Discussion group contributions.* Students are expected to perform each of the following roles **at least twice** over the course of the term:

- Question setting (in group and posted to discussion board - 2-3 questions)
- Facilitation
- Reporting (oral, to seminar - 5 minutes)
- Reporting (written, to discussion board - 250-300 words)

*Term paper proposal* will consist of an oral presentation in seminar (10 mins.) and a brief written proposal (1-2 pages).

*Term paper* will consist of a critical case study of a particular infrastructure or infrastructural assemblage. Cases may be contemporary or historical, and may be located in any geography. Students will be invited to present revised versions of their term papers to the Grierson Colloquium on Media, Infrastructure and Environment in Winter 2021.

**Accommodations for students participating asynchronously**

Professor’s remarks will be recorded and posted on the COMS 683 MyCourses site promptly following class periods.

Discussion group questions and reports will be posted weekly in the “Seminars” discussion board on the COMS 683 MyCourses site. Asynchronous participants are encouraged to respond to these, and all participants will be encouraged to engage with these responses in kind.

Facilitation and oral reporting expectation will be waived for students participating asynchronously.

Written term paper proposals will be posted to the “Term Papers” discussion board for peer review and commentary. The expectation of a real-time oral presentation will be waived for students participating asynchronously - however, they may submit a recorded presentation, at their discretion.
**Engagement, Feedback and Contact**

A “Course Matters” discussion board will be open on the COMS 683 MyCourses site, and monitored regularly by the professor. Students are encouraged to post questions concerning course organization, course material and requirements, and peer assistance in this space, so that other students might benefit from replies.

The professor will selectively comment on posts to course discussion boards on the COMS 683 MyCourses site, and provide additional individual feedback where appropriate. Term paper proposals will receive verbal and written feedback; term papers will receive grades and written feedback.

The professor will hold weekly scheduled office hours via Zoom. No appointment will be necessary – students will enter the Zoom waiting room during the scheduled period and be seen in order of arrival. Students unable to attend office hours during scheduled time may make alternative arrangements by email.

The professor will respond to email from students during regular business hours, in a timely fashion. Response times may vary.

**Accommodations**

The Course Syllabus indicates general and broad support for students requiring accommodations due to special circumstances, challenges or disabilities. Additionally, students for whom the means of delivery set out in this guide pose unforeseen difficulties are encouraged to contact the professor as soon as possible to discuss accommodations.

**Code of Conduct**

All learning environments require courtesy, mutual respect and patience between teachers and students, and between students and their peers. The Course Syllabus contains a “Nondiscrimination Statement” and a “Statement on Academic Integrity” that affirm the university Code of Student Conduct and set out further expectations concerning our responsibilities and commitments to each other in the classroom. All students in COMS 301 are expected to adhere to these statements.

Teaching and learning via remote means present additional challenges and responsibilities for maintaining a safe, inclusive and fair learning environment for everyone. It is presumed that teachers and students enrolled in COMS 301 commit to the following:

- I will not share my login or password information, or share or provide access to course platforms and materials, with any third parties or individuals.
- I will not distribute course materials (including seminar recordings and interactions with peers) without the express permission of the author and/or participants.
• I will not copy, store or share images, recordings, identifying information or contact details of any course participants.
• At all times, I will respect the privacy, safety and well-being of course participants.
• I will refrain from initiating or sharing disrespectful, demeaning, lewd, aggressive, disruptive, abusive, bullying or otherwise inappropriate images, sound or text via any course platforms.

Failure to adhere to these commitments will be subject to the McGill Code of Student Conduct and Disciplinary Procedures.