EXPANDED COURSE DESCRIPTION
THEATRE
School of the Arts, Media, Performance and Design
Department of Theatre
FA / THEA 3135 3.0 SECTION A
TECHNOLOGY IN ARTS MANAGEMENT
FALL 2019 / WINTER 2020

Last Modified Date: 08/30/2019

COURSE CALENDAR DESCRIPTION

Trains students to use current technologies to manage both production and their own careers. Students will be introduced to the fundamental concepts and uses of many computer programs and protocols that will be helpful for furthering themselves in their professions. Students will learn the basic skills needed to establish a web presence for information distribution and self promotion, familiarize themselves with best practices and operation of databases to better manage and record information, and work with common graphic design and presentation software to create more effective and clear documentation.

INSTRUCTOR(S)

<table>
<thead>
<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
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<tbody>
<tr>
<td>Garrett, Ian P.</td>
<td>Sec. A / ONLN / Y</td>
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SPECIAL FEATURES

Course Calendar Description This course introduces students to the use of current technologies for the management of arts projects, organizations, and their own careers. Students will be introduced to the fundamental concepts and use of computer programs and protocols that will be helpful for furthering themselves in creative field professions. Students will learn the basic skills needed to establish a web presence for information distribution and self-promotion, familiarize themselves with best practices and operation of databases to better manage and record information, and work with common graphic design and presentation software to create more effective and clear documentation. Instructor/Format/Term/Contact Info COURSE: FA/THEA 3135 3.00 TECHNOLOGY IN ARTS MANAGEMENT

COURSE DIRECTOR Ian Garrett Rm. 328 (CFT) Centre for Film and Theatre For course related inquiries EMAIL: officehours@toasterlab.com

Office Hours - I do not hold regular office hours. With electronic communications, I find they aren’t necessary to schedule due to the level of access we have through slack and email, etc. If you’d like to schedule an in-person meeting get in touch with me through my office hours email or phone.

1. Special Features Technology in Arts Management is an online course which will introduce you to use of current technology used to manage both arts projects and your own careers creatively. You will be introduced to the fundamental concepts and uses of many computer programs and protocols that will be helpful for furthering yourself in your profession, while also exploring contemporary issues and considerations that impact your choices around technologies. You will learn the basic skills needed to establish a web presence for information distribution and self-promotion, familiarize yourself with best practices to better manage and record information and operation of databases, work with common graphic design and presentation software to create more effective and clear documentation, and how to think critically about deploying these technologies. The course is broken up into four (4) sections. The four topics areas are: Graphic Design and Visual Communication, Presentation Tools, Information Management and Web Design. Each section contains modules which will introduce you to key concepts trough short video lectures, readings, and other rich media. Each of these modules has an associated assignment that will contribute to your understanding of the platforms you will be introduced in this course by asking you to identify key issues and/or to use these
technologies yourself. Each section culminates in a project in which you will synthesize what you've leaned and ask you to create typical arts management items. You will also complete ten (10) “Critical Responses”. These will be readings, journals, and short presentations related to readings on contemporary issues in the field. Your participation will be supported with forum discussions through which we will delve deeper into issues associated with these forms of communication together.

1. **Topics and Concepts**
   - GRAPHIC DESIGN
   - Photoshop
   - InDesign/Lucid Press
   - PRESENTATION TOOLS
     - PowerPoint
     - Keynote
     - Prezi
   - DATA MANAGEMENT
     - Advanced Excel
     - LibreOffice Base/MS Access/File Maker
     - MySQL structure
   - WEB DESIGN
     - Hosting
     - Web Protocols: HTML, PHP, and FTP
     - Design Programs: Dreamweaver, HTML Generators (Freeway and iWeb)
     - Web based builders: Wix, Google Sites, etc.
   - Content Management Systems: Wordpress, Drupal, PHP/MySQL interaction

1. **Learning Outcomes with Examples** Students will be able to:
   - Communicate information to their colleagues and audiences through digital and print means.
   - Manage important production and project information effectively and creatively.
   - Present information to a group clearly and effectively.

Learning Goals for each module can be found on that module's page.

1. **Graded Assessment** The course will be evaluated on the basis of the following components on a 100-point scale:
   - (40) Module Assignments (Assignments/Forum Participation/Quizzes/Critical Responses)
   - (60) Projects
   - (15) Program
   - (15) Presentations
   - (15) Database

   Each module in this course has a small assignment. These take the form of small projects, forum discussions, and short quizzes. These assignments are designed to demonstrate your understanding of the information in that module. We will also spend significant time on the development of basic communication skills. It will also be important to understand how the use of these skills in your future communication is complicated by any number of issues. There will be 10 assignments that relate to discussions around the decision-making process, communication strategy, political and legal issues that may impact how you would engage a communications project in the future. Preparation for each of these assignments will involve selected readings and a journal or “critical response” in preparation for our discussions in the class. Project parameters and the breakdown of credit for individual credit breaks down as follows:

   **GRAPHIC DESIGN PROJECT**
   - PROJECTS
   - MODULE ASSIGNMENTS
• Performance Program (“Playbill”) or similar multipage project
  • 8 Pages (2 Sheets, 2 Sided)
  • Flat size: 8.5” x 11” (Letter)
  • Final Size: 5.5” x 8.5” (Half Letter)
  • Includes:
    • At least one image
    • Hierarchical, organized information including, but not limited to:
      • Title
      • Playwright/Author
      • Director
      • Designers
      • Management team
      • Cast
      • Bios
      • Management and technical Staff
      • Special notes and thanks
      • Advertisements (50) Source Files for delivery for professional printing (InDesign Package or similar)(20)
  Well organized and complete content as specified So... what should you submit?

  •
  1.
  2. (30) PDF of imposed (print order) originals

  3. GRADE BREAKDOWN
  4. A similar multiple-page, marketing piece may be substituted for the show program project with permission of the Instructor.

1. If you use InDesign, you should submit a packaged folder that contains:
   1. original .INDD file with working links
   2. "Links" Folder that contains all images
   3. "Fonts" Folder that contains all used fonts
4. If you use another platform, like Canva or LucidPress, use that platform's share function to give me access to the original document at officehours@toasterlab.com
5. A .PDF or .PS file of the Imposed Originals... something which would work for me to print a hardcopy from that which will red correctly when folded. IMPORTANT
6. I will not request for permissions to your project files. If I can not access your files because they were not included with your submission, or you have not properly shared documents with the correct address (officehours@toasterlab.com) which I provided in the specifications, you will receive a zero for that component.
7.

PRESENTATION PROJECT
• Build a PowerPoint or Keynote Presentation
• Any Topic
• 10 Slides
• 5 Minutes
• Create a recording in which you present the presentation GRADE BREAKDOWN(25) Timing(25) Content Editing

So... what should you submit?

•
  • (25) Formatting
  • (25) Source Files
• 1. Presentation Files
2. Video of presentation
Don’t worry about the recording quality too much, but I want to see you and your presentation at the same time, and you should be presenting your work. The presentation can be playing on a projector, on a TV, on a monitor, or just off of your computer (though this will mean you can’t use presenters’ views). You can use a camcorder, a webcam attached to or on another computer, your mobile device... you just have to be able to see you and your presentation, and hear what you're saying well enough. Be sure to submit both the presentation file and the video. You can upload 2 files to this assignment, up to 100MB. If your video is larger than 100MB, you can upload it to YouTube or Vimeo and share a link (and a password if you make it private), or you can send me a dropbox or google drive link to your work.

3. DATABASE PROJECT
• You will be provided with a CSV data set to use in building a simple relational database and its relationships
• You will be given a question which will require you to query the database to answer a question about its contents
• You will provide a “proof” of your work, giving a complete step-by-step explanation of your work

GRADE BREAKDOWN
(40) Query Results
(40) Step-by-step process description (Proof)
(20) Database Design

WEB DESIGN PROJECT
Company/Project Management Website that includes:
• Electronic Call Board
• Rehearsal/Production Schedule
• Method for Electronic Biography Submission
• Management Contact Information and online form
• Contact Sheet
• Protected Documents (Production Meeting/Rehearsal) Section with Archive
• Downloadable Forms: IE Risk and Release, Video/Photo Release
• Area to Add/Archive Creative Process Materials

GRADE BREAKDOWN
(50) Completeness
(30) User Experience
(10) Password protection
(10) App Integration

So... what should you submit?
• Live web address, the URL, for publicly accessible website
• Any passwords and logins required to access protected pages and documents with instructions on how to use them
• If using google products, share access with officehours@toasterlab.com IMPORTANT
• I will not request for permissions to your project. If I can not access your files because of missing or incorrect passwords, or you have not properly shared documents hosted by google with the correct address
PARTICIPATION
This course will make significant use of an online forum, through the messaging platform Slack, to conduct course discussions. Some of these are programmed to correspond with course modules within each section. When the forum participation is part of an assignment, each student will be responsible for posting at least three times, but more active conversation is encouraged. The forum will be moderated, so please keep things civil and polite.

Direct link to Slack Team: http://thea3135-1920.slack.com

You will receive an invitation to the slack team based on your York an preferred emails on the first day of classes.

1. Additional Information

COMMUNICATION PROCEDURES

Please use the official Slack team for the course or officehours@toasterlab.com to contact me with questions about the course and coursework. I will reply to them within 48 hours to the best of my abilities. Allow for more time if your message is sent on Friday afternoon or over a weekend.

No really, I will only respond to question about the course through our slack or officehours@toasterlab.com. Using the incorrect email will result in a delayed response, or no response at all.

I only check messages on the slack or at this email address at certain times of day and will not be able to reply to urgent messages, messages sent after 6 PM or over a weekend (including University holidays) until the following school day.

If you are attempting to get in touch with me due to an Emergency that will affect your ability to participate in the courses or complete your coursework, I appreciate your patience in my reply and I will not penalize your mark in emergency situations outside of your control and may make exceptions to my late work policy as necessary.

If contacting me because of an emergency, please be sure to get touch with the appropriate emergency services as necessary before contacting me to ensure your safety and well-being.

LATE ASSIGNMENTS
• Assignments are due at the time specified on the course website.
• Late submissions are not accepted.
• Extensions may be requested by 5:00 pm on the Friday preceding the date on which an assignment is due, and are granted at my discretion.
• In the event of a medical or personal emergency, I may consider an exception to these rules. If you do need to make a request for an exception to the requirements I’ve listed above, include documentation of the emergency with your initial request.

MODULES
PLEASE CONSULT THE COURSE MOODLE FOR ADDITIONAL DETAIL
INTRODUCTIONS
This introduction section is to ask you to say hello to your classmates on the course forum. Please post your name, major, year level, and your favourite SFW (Safe for Work) website or piece of online these days with a little explain about why you chose that website.

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GRAPHIC DESIGN
• Introduction to Visual Rhetoric and Graphic Design Elements

1. Visual Rhetoric
2. Elements
3. Relationships
4. Gestalt

MODULE ASSIGNMENT: Select a piece of graphic design. This can be an advertisement, the cover of or a page in a magazine, packaging or a wrapper, etc. Upload it here as an image and provide a written description that identifies what elements, relationships, and gestalt it uses. Can you briefly state what these elements are (attempting) to convince you to do? Please share in the module's Slack Channel.

• Introduction to Graphic Design Digital Elements

1. Pixels, Vectors
2. Popular Graphic formats
3. Fonts

MODULE ASSIGNMENT: QUIZ
1. Introduction to the Rhetoric of Publicity and Marketing

1. The Language of Press Releases
2. Calculating Ad Response
3. Analyzing Advertising

MODULE ASSIGNMENT: Choose an event from your everyday life and develop the opening paragraph of the press release that invites people to that event. It can be your commute, or a class, or your job. How can you engaging describe all of the information required to know the basics about that event? List what information would go in the following paragraphs to provide greater detail.

• Introduction to Photoshop

• Terry White Tutorials

MODULE ASSIGNMENT: Using what you've learned in class and your explorations, select one of the following Photoshop tasks:
• Exchange the background of an image
• Add a person into and image
• Remove a person from an image
• Change the hairstyle of the subject of image
• Turn an existing image into an advertisement

It is not required, but if you are proud of your work, want feedback, or had fun, feel free to shared in the Module 4 Channel on Slack

• Image Manipulation
1. Images Lie
2. Retouching in the Beauty Industry
3. Manufacturing Ikea’s Catalogue
4. Faking a Vacation

MODULE ASSIGNMENT: Find an image which has possibly been manipulated, attempt to explain both the process by which it was manipulated and why that photo may have been manipulated. Was the manipulation well done? May it not have been manipulated, but due to the type of image, was your expectation that it had been manipulated? Did the manipulation enhance or degrade the image? The impact of the image? Please include the image in your submission.

Tip: When describing the manipulation process, don’t just say “Photoshop”. After your introduction to the program and the readings, you should be able to speculate on some more specific details than just identifying that photoshop may have been used.

THEN

On Slack, this discussion will take the ideas you've explored in your critical response(s) and open it up to conversation with your classmates. Everyone will be responsible for posting at least three times, but more active conversation is encouraged. The forum will be moderated, so please keep things civil and polite.

You can find the conversation on slack in the #module5_image_manipulation.

DO Post a couple of key ideas from your critical response writing. This should be a sentence or two.

DO NOT Post the full text of your critical response writing. This will result in an automatic zero.

We will experiment with this first forum being EVERYONE in the class. In the future we might break this up a bit to have a few parallel conversations.

* Introduction to InDesign

1. Terry White Tutorial
2. Alternatives to InDesign
3. Working with Content in InDesign for our Project
4. Outputting your Work for our Project
5.

MODULE ASSIGNMENT: Using what you've learned in class and your explorations, select one of the following InDesign tasks:
* Lost Pet Flyer
* First Page of a Chapter
* Magazine Spread
* B&W Concert Poster

You can use InDesign, LucidPress, Scribus, Canva, etc. for this using the tutorials provided or as you're most comfortable. The goal for this is that you implement the principles of design and thinking about tools regardless of which program you use. It is not required, but if you are proud of your work, want feedback, or had fun, feel free to share in the Module 6 Channel on Slack. You can also ask questions while you're working in that channel to get assistance from me or one of your classmates.

* Understanding Printing

1. Paper
2. Printing Methods
3. Preparing Files
4. Waste and Toxicity
5. Alternatives to printing
MODULE ASSIGNMENT: QUIZ
DUE NOVEMBER 11 - Show Program Project

PRESENTATION TOOLS
• Introduction to Presentation Software

1. PowerPoint
2. Google Presentation
• Prezi

MODULE ASSIGNMENT: Submit a link to a presentation which you think is effective and comment on why you feel it is effective. In outlining your comments make sure to comment on all five of the following aspects of the presentation:
1. Content - What are they talking about and how effective are they saying it? What is the point you take away?
2. Timing/Pacing - When do they make important points, does the talk maintain a rhythm and structure? How does this support the delivery of the content?
3. Style - What is the style of the presentation? Is it causal, formal, conversational, light-heated/serious? Is there an artistic or creative analogue or format it connects to? How does it influence your understanding of the content? Does it support the presentation?
4. Visuals - Are they easy to read? Are they thoughtfully considered and contented to the content? Do they support the content?
5. Technical - How did the presentation work technically? with regards to sound? with regards to video? Did the presentation progress without issue? Did its style remain consistent and legible if it moved from one computer to another?

Submit your link and 400 words of analysis as text or a document.
• Effective Speakers and Presentations

1. Do's and Don'ts
2. An Example of a Confusing Presentation

• Sample Presentations
• Presentation Parodies

MODULE ASSIGNMENT: Please comment on what you think is successful (or not) in the presentations we've seen as part of the class and that you've submitted. Everyone will be responsible for posting at least three times, but more active conversation is encouraged. The forum will be moderated, so please keep things civil and polite. DUE NOVEMBER 25 - Presentation Project

DATA MANAGEMENT

1. ---
2. The correct slack channel for this is here: #module9_effective_presentations
3.
• Introduction to Databases

IMPORTANT NOTE:
These tutorial videos were created using LibreOffice 5. The most current version of Libre Office is 6. After checking the change-log and reproducing this project in the current version of the program, these tutorials represent the same process. The changes to base appear to mainly be about background database functions.
which we don't interact with in this class.

In my experience, the JavaScript issue was eliminated with the new version.

1. Advanced Excel Operations
2. Google Forms & Sheets
3. Introduction to SQL
4. Database Builder Programs: MS Access, Filemaker, Open Office

MODULE ASSIGNMENT: Using Google Forms, or another similar platform like Survey Monkey or Simply Surveys for building a basic survey, create a brief three questionnaire to find out something interesting about your classmates. Submit the link to the survey and a description on Moodle, and put the link and a short invitation to take your survey into the proper Slack Channel #module10_into_to_dbs so that your classmates can submit the questionnaire.

5. Please also look at your classmates’ surveys and submit your own answers. Think about have you found out about the class; next week we will discuss the results. Please remember to keep your questions polite and sensitive to a diverse population. It should not be invasively or overly personal and should respect your respondents’ privacy. Think critically if you need to ask a question that identifies your classmates individual or specific demo- or psycho-graphic groups.

6. **Databases and Ethics**

1. Collecting Data
2. Storing Data
3. Using Data

MODULE FORUM: Recalling your previous assignment, in which you collected information about your classmates, what did you learn about your classmates? Did any specific trends appear in the answers? Can you think of a way you could use this information for marketing purposes? Do you feel like you could identify anyone in the class based on the information you collect? What did you find surprising about the results of your or a classmate's results? **ALSO** Write another 200 words on the issues you identified and why you think they could create security or ethical problems in the future. Share a key idea of your thinking--either in regards to marketing or security--in the module's Slack Channel for our next forum discussion. **DO NOT Post the full text of your critical response. This will result in an automatic zero.**

4. Everyone will be responsible for posting at least three times, but more active conversation is encouraged. The forum will be moderated, so please keep things civil and polite.

5. **DO Post a couple of key ideas from your critical response writing. This should be a sentence or two.**

6. Submit the total 400 words of writing on this topic on Moodle.

7. In consideration of this module’s materials, can you identify security or ethical issues which you didn't previously consider when designing your survey? What about the design of your classmate's surveys? Write about 200 words about how you might use your findings to customize a marketing message.

9. **Database Elements**

IMPORTANT NOTE:

These tutorial videos were created using LibreOffice 5. The most current version of Libre Office is 6. After checking the change-log and reproducing this project in the current version of the program, these tutorials represent the same process. The changes to base appear to mainly be about background database functions which we don't interact with in this class.

In my experience, the JavaScript issue was eliminated with the new version.

1. Tables
2. Queries
3. Reports
4. Forms

MODULE ASSIGNMENT: Draw the tables and relationships of a basic database to organize the organization of store of your choice form your neighbourhood. Is this a convenience store? A book store? Pet store? fast food restaurant? How would one of these businesses you pass everyday need to organize their data to run efficiently? Be sure to identify the unique identifier, and at least four tables of information. You can submit this by uploading an image of something you draw on paper, or by using a drawing program of your choosing.

5.

6. **Introduction to Intellectual Property**

1. Copyrights, Trademarks & Patents
2. Rights to Publicity/Privacy
3. Fair Dealing (US: Fair Use)
4. Public Domain
5. Moral Rights
6. Creative Commons
7. Obtaining Clearance

MODULE ASSIGNMENT - Describe a situation in which you have had to make a decision about intellectual property. Have you had to sign a release for the use of your image? Have you shared music (don't worry, no judgement made, this could mean sharing in any way)? Talk about what you may or may not have known OR questions you might still have about your use of a piece of intellectual property. Write roughly 400 words.

8. **A Deeper Dive into Intellectual Property**

1. How can we protect the things we design or create on the Internet?
2. Cross-Border Rights and Piracy?
3. What are Moral Rights?
4. Where Can you Find Content you Can use?
5. Reminders

MODULE ASSIGNMENT: QUIZ

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6. **WEB DESIGN**

7. DUE JANUARY 20 - Database Project

8. **Introduction to the Internet**

1. History of the Internet
2. Web Hosting
3. Domain Registration
4. Identifying languages and Scripts: HTML, PHP, CSS

**Talking to your server: FTP, SSH**

MODULE ASSIGNMENT: QUIZ

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1. **Building from Scratch**

1. Introduction and Top Level Domains
2. Basic HTML
3. FTP
4. What is PHP and CSS?
5. HTML Generators

MODULE ASSIGNMENT: Using provided FTP credentials, log in to the specified server. Once logged in, create a sub-directory (sub folder) in the directory/folder "tam2020.toasterlab.com" with your name and
upload a page you've created with HTML, an HTML generator, or through another appropriate method.


- Web-based Tools

1. Free Sites
   1. Wordpress.com
   2. Google Sites
   3. Squarespace
   4. Wix
   5. Weebly
   6. Yola
   7. Webs

8. Productivity
   1. Google Apps
   2. Microsoft OneDrive
   3. Dropbox
   4. iCloud

5. Communications
   1. Email Protocol
   2. Telepresence

3. Slack

4. Basecamp

MODULE FORUM - Using Slack, this discussion will take the ideas we've explored through the course and you've explored in your critical response(s) and open it up to conversation with your classmates. In this thread, take the position of an administrator of a hypothetical small company discussing the merits of various communication platforms discussed in this module to support your work.

5. Everyone will be responsible for posting at least three times, but more active conversation is encouraged. The forum will be moderated, so please keep things civil and polite.

6. Online Platforms and Communication

1. Sharing Content
2. Productivity Platforms
3. Social Integration
4. VoIP and Telepresence
5. Team/Project Management
6. Messaging Platforms

7. Conclusions

MODULE ASSIGNMENT: Using provided FTP credentials, log in to the specified server. Once logged in, create a sub-directory with your name and upload a page you've created with HTML, an HTML generator, or through another appropriate method.

8. Online Marketing

1. Social Networks
2. Email
3. Search Engine Optimization
4. Online Ads

5. Analytics

MODULE ASSIGNMENT: Reviewing the Self-Assessment Tool for Organizations from the Office of the Privacy Commissioner of Canada (pages 39-45), analyze the privacy position and the security of an organization or person including Yourself, York University, your job, or anything else. Consider what we've spoken about in the course including data ethics and collection. If you don't know the answer to one of the questions, take a guess. It's more important to identify and consider the questions than to be correct.

6. Critical Response #9 - Using Social Media to Sell
7. Submit your evaluation and comment on what you discovered. Share your thoughts in the Module's Slack Channel.
8.
   • Security

1. Protecting Servers
2. Protecting Sites
3. Protecting Pages

MODULE ASSIGNMENT: Reviewing the Self-Assessment Tool for Organizations from the Office of the Privacy Commissioner of Canada (Attached File, pages 39-45), analyze the security of an organization or person including Yourself, York University, your job, or anything else. If you don't know the answer to one of the questions, take a guess. It's more important to identify and consider the questions than to be correct.

The Internet and Ethics

4. Submit your evaluation and comment on what you discovered. Share your thoughts in the Module's Slack Channel.
5.
   1. Net Neutrality
   2. Open Source
   3. Hackers

MODULE FORUM: Using Slack, this discussion will take the ideas we've explored through the course and you've explored in your critical response(s) and open it up to conversation with your classmates. In this thread, discuss your thoughts on ethical issues online. What do you think about net neutrality? Open Source? The dark web? Everyone will be responsible for posting at least three times, but more active conversation is encouraged. The forum will be moderated, so please keep things civil and polite. **DUE MARCH 29 - Website Project** PLEASE CONSULT THE COURSE MOODLE FOR ADDITIONAL DETAIL

5. LATE ASSIGNMENTS
6.
7. Critical Response #10 - Regulating the Web
8.
   • Late assignments are generally not accepted.
   • Extensions may be requested by 5:00 pm on the Friday preceding the class in which the assignment is due, and are granted solely at the discretion of the course instructor.
   • In the event of a medical or personal emergency, the course instructor may consider an exception to these rules on personal grounds and with proper documentation of the emergency.

ALL course outlines will also include the following information:
Last date to drop a fall term (F) course without receiving a grade: November 8, 2019
Last date to drop a winter term (W) course without receiving a grade: March 13, 2020
Last date to drop a full year (Y) course without receiving a grade: February 3, 2020

Academic Policies / Information The Senate Academic Standards, Curriculum and Pedagogy Committee (ASCP) provides a Student Information Sheet that includes:
York's Academic Honesty Policy and Procedures / Academic Integrity Web site
• Access/Disability
• Ethics Review Process for Research Involving Human Participants
• Religious Observance Accommodation
• Student Code of Conduct

Additional information:
• http://secretariat.info.yorku.ca/files/CourseInformationForStudentsAugust20121.pdf
• Academic Accommodation for Students with Disabilities
• Alternate Exam and Test Scheduling
• Grading Scheme and Feedback Policy The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade.

• Important University Sessional Dates (you will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, holidays, University closings and more. http://www.registrar.yorku.ca/enrol/dates/index.htm
• Manage my Academic record http://myacademicrecord.students.yorku.ca/
• "20% Rule" No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.
• Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.

Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.
Moodle @ York University