

Creative Industries

at The Creative School

Course Code	Course Title	Year	Term
EID100	Digital Skills	2022	Fall
<i>Only @ryerson emails will be used for communication between faculty, staff, and students. All updates posted on D2L Brightspace: https://courses.ryerson.ca/d2l/home</i>			

Professor	Email	Phone	Office & Office Hours
Derek Schraner	dschraner@ryerson.ca	email only	online, in scheduled class
Sections	Days of Week	Times (all ET)	Meetings
021	Wednesdays	3:00 - 6:00 (PM)	Google Meet (link TBA)
011	Thursdays	3:00 - 6:00 (PM)	Google Meet (link TBA)

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Course Description

This course will introduce students to an extensive set of digital tools in order to develop a working knowledge of digital technologies, and learn techniques for assessing various forms of knowledge media intended for a wide variety of disciplines. Students will be expected to explore and understand the appropriate use of digital technologies, critically review the role of technology and media in society, and to demonstrate understanding of how digital media can be integrated into their own projects.

Program Information: This course counts towards the Minor in Entrepreneurship and Innovation. For more information see: https://www.torontomu.ca/calendar/2022-2023/minors/entrepreneurship_minor/

Course Details

Teaching Methods

This course will be conducted online, in weekly and biweekly activities. The learning environment will be "flipped", with asynchronous access to course materials each week on the D2L Brightspace Learning Management System. Teaching methods include e-readings, recorded lectures, slides, quizzes, group discussion forum posts, and "live" Google Meet check-ins during regularly scheduled class times. Students complete time-limited work each week.

Plagiarism Detection

Work requirements are described in course materials. Please note that, even when an instructor has not indicated that a plagiarism detection service will be used, or when a student has opted out of the plagiarism detection service, if the instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor is permitted to submit that work in a non-identifying way to any plagiarism detection service.

Required Readings, Resources & Materials

Please Note! Instructors may be able to direct you to resources, but can not provide support for technical issues. The University has issued a minimum technology requirement for remote learning. Details can be found at: <https://www.torontomu.ca/centre-for-excellence-in-learning-and-teaching/learning-guide/>

Hardware: Students will need a device (i.e. computer) capable of accessing Brightspace to send and receive email, access required readings, create and respond to discussion forum posts, and complete testing. Check its Brightspace compliance at <https://courses.ryerson.ca/d2l/systemCheck>

Services: Online tutorial service LinkedIn Learning (formerly Lynda) **may or may not** be made available free of charge to our students for a limited time. Visit for additional assistance with subject matter, any applicable apps, concepts, etc. For details, please visit <https://www.torontomu.ca/linkedinlearning/>

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Required Readings

- Palfrey, John, and Urs Gasser. *Interop: The promise and perils of highly interconnected systems*. Basic Books (AZ), 2012
 - Available (free) via our university's library and archives (RULA)
 - <https://library.torontomu.ca/> or <http://tinyurl.com/y5h5onp2>





Optional / Offline Resources

- ❑ Student Card (to borrow equipment, as possible/necessary):
 - RULA's Laptop Loan Program (main circulation desk):
<https://library.torontomu.ca/services/technology/laptops/>
 - Andy Kuflik Equipment Distribution Centre (RCC166):
<https://www.torontomu.ca/rta/facilitiesequipment/facilities-edc/>





Weekly Schedule (subject to change)

see also <https://www.torontomu.ca/calendar/2022-2023/dates/>

WEEK ONE classes begin 2022-Sep-06, Tuesday (more specific timelines determined by class/section)





	TOPICS	"Analyze" Introduction, Overview, and Conclusion
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Introduction & Conclusion
	SCREENING	Urs Gasser and John Palfrey on <i>Interop</i> https://youtu.be/jnNjemROFgs

WEEK TWO classes begin 2022-Sep-13, Tuesday (more specific timelines determined by class/section)




	TOPICS	"Access" Skills and Systems, Archetypes and Institutions, Open Source Solutions
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapter 1
	DUE	Post 1: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

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WEEK THREE classes begin 2022-Sep-20, Tuesday (more specific timelines determined by class/section)

	TOPICS	"Collaborate" Change Management and Other Soft Skills
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapter 2
	DUE	Post 2: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

WEEK FOUR classes begin 2022-Sep-27, Tuesday (more specific timelines determined by class/section)

	TOPICS	Part I (review Introduction and Chapters 1-2)
	READINGS	Part I (review Introduction and Chapters 1-2)
	DUE	During class: Test 1

WEEK FIVE classes begin 2022-Oct-04, Tuesday (more specific timelines determined by class/section)





	TOPICS	"Program" Logic and Other Operations
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapters 7-8
	DUE	Post 3: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

Thanksgiving statutory holiday (University closed) on 2022-Oct-10, Monday





Study Week (no classes) from 2022-Oct-11, Tuesday to 2022-Oct-14, Friday

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WEEK SIX classes begin 2022-Oct-18, Tuesday (more specific timelines determined by class/section)

	TOPICS	"Publicize" A History of Hardware and Software
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapters 4-5
	DUE	Post 4: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

WEEK SEVEN classes begin 2022-Oct-25, Tuesday (more specific timelines determined by class/section)





	TOPICS	"Create" The 'net, Prosumers, and the Web 2.0
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapters 3 & 6
	DUE	Post 5: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

WEEK EIGHT classes begin 2022-Nov-01, Tuesday (more specific timelines determined by class/section)





	TOPICS	Part II (review Chapters 3-8)
	READINGS	Part II (review Chapters 3-8)
	DUE	During class: Test 2

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WEEK NINE classes begin 2022-Nov-08, Tuesday (more specific timelines determined by class/section)

	TOPICS	"Use" Data Analysis and Other Random Tasks
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapters 9-10,11
	DUE	Post 6: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

WEEK TEN classes begin 2022-Nov-15, Tuesday (more specific timelines determined by class/section)




	TOPICS	"Secure" Coding, Markup, and DIY Tools
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapter 12
	DUE	Post 7: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

WEEK ELEVEN classes begin 2022-Nov-22, Tuesday (more specific timelines determined by class/section)

	TOPICS	"Innovate" Design/UX and Accessibility/AODA
	CLASS DISCUSSION	Live "office hours" at scheduled class time. Brief, optional weekly check-in for class management.
	READINGS	Before class: Read Chapters 11,13
	DUE	Post 8: Due before start of class: D2L Brightspace Discussion Forum Post (weekly topic)

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WEEK TWELVE classes begin 2022-Nov-29, Tuesday (more specific timelines determined by class/section)

	TOPICS	Part III (review Chapters 9-13)
	READINGS	Part III (review Chapters 9-13)
	DUE	During class: Test 3

CLASSES END 2022-Dec-06, Tuesday
NO Final Exam / Essay

Activities, Evaluation, Marking

Activity extensions are granted only in exceptional circumstances with pre-existing accommodations or academic consideration. Last moment and technical issues are not considered valid excuses for lateness. Penalties are based on the latest work, or part(s) submitted, with 5% deducted per day, or part thereof, and 10% per weekend. In cases where assignments include multiple files, penalties for any part(s) will apply to the whole.

Activity	Brief Description	Due Date Start of class unless noted	% of Final Grade
Ongoing	Available Brightspace Content section materials Completion/Progress	Weekly	10%
Ongoing	Discussion Forum Posts 1-8, various topics, posted in Brightspace forums	as per Weekly Schedule	35%
Test 1	as per Required Readings , Part I	Week 4, online, during class time	20%
Test 2	as per Required Readings , Part II	Week 8, online, during class time	20%
Test 3	as per Required Readings , Part III	Week 12, online, during class time	15%

Feedback for Completion/Progress of Brightspace Content and Discussion Forum Posts to date available upon request by emailing the instructor at any point in the term. Final marks for Completion/Progress and Discussion Forum Posts are generally shared at the end of term.

Results for Test 1 and Test 2 will be available on Brightspace upon submission. For Test 3, an effort will be made to do so within two weeks' time. Please do not contact the instructor regarding test results until all students in the course have completed the corresponding test.

Description of Activities

Please note that additional details/information on activities may be posted on the D2L Brightspace course shell. Different sections may assign students for team projects in different ways. Professors reserve the right to (re)assign students to balance numbers and skills.

No unscheduled evaluations will be used as part of the grading scheme.

(10%) Brightspace (Content Materials) Completion/Progress

This assessment serves in a capacity similar to attendance and/or participation, and is updated weekly. Learning materials will be posted to the Content section of Brightspace, and their regular, punctual consumption is expected. Regarding any variances, students with registered accommodations should contact the instructor *ahead of time*; students invoking academic consideration should do so within 72 hours, and will be required to present the appropriate administrator with any required documentation.

(35%) Discussion Forum Posts

You are expected to create and maintain ongoing dialogues online via Brightspace discussion forum posts. Each student must start a new discussion thread, may respond to any existing one(s), and must do so at least once per week. All new threads must be original, each at least 100 words long (excluding quotations, which must be cited) and will be marked out of up to four points, for a maximum possible total of 32, later converted to an overall weighted value of 35. Please note posts are not necessarily rewarded for excessive length. Topics may include subjects raised in-class or from our readings; please see forum descriptions for the most up-to-date details. You may share links to appropriate pages, media, etc. However, prior/existing materials, even your own, may not be reused for these posts. Any such reuse of material may result in a penalty including, but not necessarily limited to, a mark of zero. Please see below for more on plagiarism. Work must be submitted prior to class; submissions which are late and/or not submitted via appropriate Brightspace discussion forums will not be accepted/graded.

(20%) Test 1 (Week 4), (20%) Test 2 (Week 8), and (15%) Test 3 (Week 12)

Tests happen every fourth week, to avoid overwhelming students taking multiple classes, particularly at the midterm. Tests are weighted to distribute evaluations across the term, rather than building into a single "make it or break it" event. Tests are conducted in-class using an online mechanism; you will be expected to use their own laptop or other Brightspace-capable device. If you do not have access to such a device, you may sign one out with your student card. Early tests may include true/false or multiple choice questions. Later ones include fill-in-the-blanks, then "written" answers. All tests are "open book" but students may not communicate with each other.

Handing in Papers, Late Policy, Other Relevant Information

- Religious or cultural observations accommodations must be requested by the end of the second week of the term. <https://www.torontomu.ca/humanrights/religious-cultural-observances/>
- We expect that all communications by e-mail and in person between students, their colleagues, and instructors will be civil and professional as per Senate Policy #61.
- Grades are posted on D2L Brightspace. Not all materials submitted for marking will be returned, so make extra copies for your records.
- Assignments submitted late, without extension, will result in a penalty of (5% deducted per day, 10% for a weekend). Do not wait until the last moment to submit your paper. Allow for technical glitches. Missed presentations without permission will result in a 0%
- Check with your individual professor to see if they require hard copies or not of the assignments.
- Students are required to retain a copy of all work undertaken as well as all rough materials, references, sources, and notes until the marked original has been returned.
- The professors reserve the right to modify the syllabus and assignments as required over the course of the term, but any changes to the course assignments, due dates, and/or grading scheme will be discussed with the class prior to being implemented.
- On occasion guest speakers may attend our class. Students should refrain from contacting these guests after the class, unless invited to do so.
- The unauthorized use of intellectual property of others, including your professors', for distribution, sale, or profit is expressly prohibited, in accordance with Policy 60 (Sections 2.8, 2.10). Intellectual property in this context includes, but is not limited to: slides, lecture notes, presentation materials used in and out of class, lab manuals, course packs, and exams.
- **Students are expected to show respect for their fellow students:**
 - Arrive on time (**before** 10 minutes after the hour). Be ready to start.
 - Do not indulge in side conversations in class. Disruptive students will be asked to leave. We reserve the right to adjust a student's overall mark if they interfere with colleagues' learning.
 - Please minimize eating in class as much as possible. Coffee or water are fine.

University Policies

Students are reminded that they are required to adhere to all relevant university policies found in their online course shell in D2L and/or on the Senate website: <http://torontomu.ca/senate/course-outline-policies>

Students should refer online to for specific information with respect to the following policies:

- [Policy #60: Academic Integrity](#)
- [Policy #61: Student Code of Non-Academic Conduct](#)
- [Policy #135: Final Examinations](#)
- [Policy #157: Toronto Metropolitan University's E-mail Accounts for Official Communication](#)
- [Policy #159: Academic Accommodation of Students with Disabilities](#)
- [Policy #166: Course Management](#)
- [Policy 167: Academic Consideration](#)
- *And all other course outline policies:* <https://www.torontomu.ca/senate/course-outline-policies/>

Important Resources Available at TMU

- [The Library](#) provides research workshops and individual assistance. If the University is open, there is a Research Help desk on the second floor of the library, or go to [Library Online Workshops](#).
 - [Student Life and Learning Support](#) offers group-based and individual help with writing, math, study skills, and transition support, as well as [resources and checklists to support students as online learners](#).
 - You can submit an [Academic Consideration Request](#) when an extenuating circumstance has occurred that has significantly impacted your ability to fulfill an academic requirement. You may always visit the [Senate website](#) and select the blue radial button on the top right hand side entitled: Academic Consideration Request (ACR) to submit this request).

 - Please note that the Provost/ Vice President Academic and Dean's approved a COVID-19 statement for Fall 2020/Winter 2021/Fall 2021/Winter 2022 related to academic consideration. This statement has been built into the Online Academic Consideration System and is also on the [Senate website](#):
 - *Policy 167: Academic Consideration for Fall 2020/Winter 2021/Fall 2021/Winter 2022 due to COVID-19: Students who miss an assessment due to cold or flu-like symptoms, or due to self-isolation, are currently not required to provide a health certificate. Other absences must follow Senate [Policy 167: Academic Consideration](#).*
 - Also NOTE: Outside of COVID-19 symptoms, the new Policy 167: Academic Consideration does allow for a once per term academic consideration request without supporting documentation if the absence is less than 3 days in duration and is not for a final exam/final assessment. In the absence is more than 3 days in duration and/or is for a final exam/final assessment, documentation is required. For more information please see Senate [Policy 167: Academic Consideration](#).
 - [TMU COVID-19 Information and Updates for Students](#) summarizes the variety of resources available to students during the pandemic.
 - [TMU COVID-19 Vaccination Policy](#)
 - If taking a remote course, familiarize yourself with the tools you will need to use for remote learning. The [Continuity of Learning Guide](#) for students includes guides to completing quizzes or exams in D2L Brightspace, with or without [Respondus LockDown Browser and Monitor, using D2L Brightspace](#), joining online meetings or lectures, and collaborating with the Google Suite.
 - Information on Copyright for [Faculty](#) and [students](#).
 - *At TMU, we recognize that things can come up throughout the term that may interfere with a student's ability to succeed in their coursework. These circumstances are outside of one's control and can have a serious impact on physical and mental well-being. Seeking help can be a challenge, especially in those times of crisis. Below are resources we encourage all TMU community members to access to ensure support is reachable.*
 - [TMU Mental Health and Wellbeing](#)
- If support is needed immediately, you can access these outside resources at anytime:**
- **Distress Line** — 24/7 line for if you are in crisis, feeling suicidal or in need of emotional support (phone: 416-408-4357)
 - **Good2Talk**- 24/7 hour line for postsecondary students (phone: 1-866-925-5454)
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- For more information on CI Academic Policies & Procedures and links to resources please see: <https://www.torontomu.ca/creativeindustries/academic-advising/>

Course Objectives

Introduction (I) Reinforcement (R) Proficiency (P)	By the end of this course, students will be able to:	And in doing so will fulfil the following program learning outcome (at least in part):
I R	Resolve or work around unexpected issues resourcefully, as appropriate ^{[2R; 6R; 7(d)R];}	Demonstrate an entrepreneurial capacity
	Create compelling plans proposing individual or industry digital solutions ^{[2(b); 4R];}	LO 2a - engage in independent learning
		LO 2b - transform creative ideas into commercial products and services through the application of business and management concepts and practices applicable to media and cultural production.
I R	Interact with others to suggest and critique tools, resources, and solutions ^{[3(a); 6R];}	Facilitate the work of artists, writers, designers and media makers by
	Identify various online/offline digital tools, how they may be used and related ^{[3(c)];}	LO 3a - apply an integrated knowledge of creative and production processes (both individual and system-base to facilitate the work of artists, writers, designers and media makers
	Analyze informational resources to assess ICT integration in disciplines of interest ^{[3(c)];}	LO 3b - develop strategies to access funding and investments; to facilitate the work of artists, writers, designers and media makers, LO 3c - recognizing and responding to future challenges and opportunities in their sectors including technological change to facilitate the work of artists, writers, designers and media makers.
I R	Create compelling plans proposing individual or industry digital solutions ^{[2(b); 4R];}	Communicate
		LO 4a - verbally communicate within and to creative enterprises, academia and industry effectively and persuasively
		LO 4b - in written form, communicate within and to creative enterprises, academia and industry effectively and persuasively LO 4c - communicate by preparing and conducting presentations using a range of appropriate media, within and to creative enterprises, academia, and industry effectively and persuasively

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R	<p>Interact with others to suggest and critique tools, resources, and solutions ^[3(a)]_{6R};</p> <p>Identify various online/offline digital tools, how they may be used and related ^[3(c)];</p> <p>Analyze informational resources to assess ICT integration in disciplines of interest ^[3(c)];</p>	<p>Conduct research relevant to cultural and industry issues,</p>
		<p>LO 5a - formulate appropriate research question and conceptual frameworks; employing appropriate data collection techniques</p>
		<p>LO 5b - apply appropriate quantitative tools and methodologies and/or</p>
		<p>LO 5c - apply appropriate qualitative tools and methodologies</p>
I R	<p>Interact with others to suggest and critique tools, resources, and solutions ^[3(a)]_{6R};</p> <p>Resolve or work around unexpected issues resourcefully, as appropriate ^[2R; 6R; 7(d)R];</p>	<p>Implement and manage projects</p>
		<p>LO 6a - problem-solving - implement and manage projects requiring</p>
		<p>LO 6b - team building - implement and manage projects requiring</p>
		<p>LO 6c - negotiation - implement and manage projects requiring</p>
		<p>LO 6d - collaborative work practices - implement and manage projects requiring</p>
I R (7b,7d)	<p>Resolve or work around unexpected issues resourcefully, as appropriate ^[2R; 6R; 7(d)R];</p>	<p>Apply skills and knowledge</p>
		<p>LO 7a - critically evaluate the aesthetic quality of creative works</p>
		<p>LO 7b - apply fundamental business and management skills within organizations and as entrepreneurs,</p>
		<p>LO 7c - integrate an aesthetic sensibility and business acumen to the practical realities of production, promotion, and distribution of commercial or noncommercial cultural products with an understanding of the theoretical and historical underpinnings of one or more creative industry sectors;</p>
		<p>LO 7d - Recognize when more information is required to address the limits of one's own knowledge, abilities, and analyses and determine appropriate next steps</p>