

The 21st Century Musician Course Fall 2021

Mondays 1:30pm - 3:10pm TC 101

One hour small group meeting (Thursdays 8:30am-9:30am, Thursdays 12:30pm-1:30pm, Friday 11:30am-12:30pm)

Course code: 3960a/9721a

Instructor: Sharon Wei

Email: swei48@uwo.ca

Phone: 519-661-2111 ext. 81490

Office Hours: by appointment in MB 335 or online

Course Description

An exploration of the classical music industry within the context of current cultural and economic climate. Students will examine how they can tailor their skills and passion to create their own diverse, fulfilling and sustainable professional paths. Topics will include networking, creating a personal portfolio, researching grants and community partnerships, website design, time management, and finances. This class will be geared towards performance majors in their final year of study. Attendance is mandatory with one excused absence. There will be a 1 hour session each week for students to meet with the instructor or TA in small groups

Course Requirements

Regular attendance and active class participation

Weekly Readings and assignments

Creative Success Now: How Creatives can thrive in the 21st Century by Astrid Baumgardner (Indie Books International, 2019) ISBN-10: 194748074X. ISBN-13: 978-1947480742

Grade %	Name of Assignment	Due Date
3%	#1 Beginnings	September 19
7%	#2 Informational Interview	September 26 / October 17
15%	#3 Personal Portfolio	October 3 / October 29
5%	#4 Unique Concert Locations	September 26
15%	#5 Performance Project	October 17 / November 29
10%	#6 Website	November 5
15%	#7 Canada Council Grant	November 14
10%	#8 Touring Application	November 21
10%	#9 Reflection Paper	December 6
10%	Class and Small Group Meeting Participation	Ongoing

Classes at-a-glance

Class	Date	Topic
0	Thursday September 9th or Friday September 10th	Intro to course: Nuts and Bolts, Creating Performance Opportunities
1	Monday September 13	Personal Portfolios, Summer Festivals, Informational Interviews, Networking,
2	Monday September 20	Getting to know your campus
3	Monday September 27	Guest Speaker: Nancy Laturno Performance Project
4	Monday October 4	Time Management Guest Speaker: Jeffrey Komar: "Website design"
No small group meeting Oct 7-8. Instead, sign up for a one-on-one time with Professor Wei		
Thanksgiving		
5	Monday October 18	Grants
6	Monday October 25	Guest Speaker: Astrid Baumgardner "Happiness and Entrepreneurship"
Reading Week		
7	Monday November 8	Guest Speaker Praise Lam: "Freelancing"
8	Monday November 15	Touring
9	Monday November 22	Guest Speaker: Chris Enns: "Finances"
Small Groups with Chris Enns		
10	Monday November 29	Performance Project Presentations
11	Monday December 6	Canada Council Grant Mock Jury

Learning Outcomes

1. Acquire skills to complete a personal portfolio, design and complete a website;
2. Learn how to create, develop, plan and implement a successful artistic project;
3. Learn how to analyze and set priorities to manage multiple streams of artistic activity;

4. Acquire communication, public speaking and presentation skills;
5. Create a community of supportive fellow artists and a network for future creative collaborations

Small Group meetings September 9th and 10th

Intro to course

Intro to course, getting to know each other, Wholenote magazine, London tourism, networking, informational interviews, pivoting platforms

*****Weekly reading assignment:***

Read Chapter 11 from Creative Success Now

<https://www.astridbaumgardner.com/blog-and-resources/blog/arts-leadership-in-the-post-covid-world-start-with-the-creative-success-mindset/>

<http://www.astridbaumgardner.com/blog-and-resources/blog/informational-interviews-for-musicians-how-to-get-the-inside-scoop-and-expand-your-network-in-7-steps/>

<https://hbr.org/2016/02/how-to-get-the-most-out-of-an-informational-interview>

<https://www.themuse.com/advice/3-steps-to-a-perfect-informational-interview>

<https://www.livecareer.com/quintessential/information-interview>

<https://news.cgtn.com/news/2020-06-09/Stories-of-musicians-and-their-music-during-a-pandemic-Rbf2YuNhK0/index.html>

<https://doorsteptheatreproject.com>

*****Assignment #1 Due Date: Sunday September 19th at 5pm***

1. Challenge yourself to get to campus without checking any technology. Instead stay alert to your surroundings. What do you notice? Did you make it to school without checking your technology? What was most surprising on the way to school?
2. Introduce yourself to 3 new people in different settings. Who did you meet for the first time this week? How did you meet them?
3. Look through event listings in London and beyond (London Tourism, Wholenote Magazine, UWO website etc). What 3 events (can be non-musical!) are you committed to attending (online or in person)? Please provide a one line description as well as the date of the event.
4. Look through the websites of current performers. Which one did you find most effective? Which one did not appeal to you? Please list the URLs.
5. Name two musicians you wish to interview for your informational interviews. How will you reach out to them?
6. Research how different musical organizations pivoted over the past year and a half. Give two examples of organizations that presented a platform/performance/idea that stood out to you.

Please submit your answers on OWL by Sunday September 19th at 5pm with your answers:

*****Assignment #2 Informational Interview with Industry Professional***

Part 1: due Sunday September 26th at 5pm

Set up and confirm Interviews with an industry professionals.

Please submit your answers on OWL to the following questions.

Who will you interview for your informational interview?

What inspires you about this person?
Please list the date, time and place where your interview will take place
How did you get in touch with this person?

Part 2: due Sunday October 17th at 5pm

Interview Report (1 page single spaced)

The report is NOT a transcript of your interview. I would like to know what insights you gained, what the interview made you think about, and what your next steps will be from ideas gathered and discussed at the interview.

**Class #1 September 13 Personal Portfolios, Summer Festivals,
Introducing Performance Project: Finding Concert Opportunities**

****Weekly reading assignment:**

<https://www.astridbaumgardner.com/blog-and-resources/what-kind-of-creative-thinker-are-you/>
<https://www.astridbaumgardner.com/blog-and-resources/the-innovation-process-in-the-time-of-covid-entrepreneurial-projects-at-the-yale-school-of-music/>
https://www.musicalamerica.com/specialreports/FESTIVALS_2021.pdf
<https://www.banffcentre.ca/music>
<https://www.astridbaumgardner.com/blog-and-resources/blog/great-career-materials-for-musicians-how-to-get-started/>
<http://musiciansway.com/blog/2012/08/bios-that-inspire/>
<https://bandzoogle.com/blog/how-to-write-an-effective-musician-bio-with-examples>
<http://www.musicalamerica.com/mablogs/?p=1350>
<https://savvymusicianacademy.com/blog/2019/02/top-5-biggest-rookie-mistakes-musicians-make-when-building-an-online-music-career-and-how-to-fix-it/>
<https://iml.esm.rochester.edu/careers/wp-content/uploads/sites/3/2017/04/Musician's-Resume-Handbook-Institute-for-Music-Leadership.pdf>

Assignment # 3 Personal Portfolio

Due Date: Draft 1 Sunday October 3rd at 5pm

Due Date: Final Draft Friday October 29th at 5pm

Personal Portfolio: Long and Short Biography, 1 page Resume, Repertoire list, Concert History

****Sign up by Sunday October 3rd**

for a time to meet one-on-one with Professor Wei October 4th - October 8th

<https://docs.google.com/spreadsheets/d/1bbUUDcXgNmJAwkXhpBPkQGh0LwYt6Bb9x-GXbvVVOYo/edit?usp=sharing>

No small group meetings October 7th or 8th.

Class #2 September 20 Unique Concert Locations

Get-to-know London: In your assigned groups, walk around campus to all the locations on your handout.

Assignment #4 Unique Concert Locations

Due Date: Sunday September 26th

Please answer the following questions and upload your answers to OWL

List 3 places on campus you thought would make an interesting concert space? What appealed to you about each space?

What kind of concerts could you envision in these unique spaces?

Class #3 September 27 Performance Project

****Weekly reading assignment:**

Read Chapter 1 and 2 of Creative Success Now

Read Chapter 7 and 8 of Creative Success Now

<https://www.astridbaumgardner.com/blog-and-resources/innovation-and-feedback-an-essential-step-for-entrepreneurial-projects/>

<https://www.entrepreneur.com/article/220515>

<https://www.sandiegouniontribune.com/entertainment/classical-music/story/2020-12-27/looking-back-at-2020-in-the-arts-nancy-laturno-we-can-do-the-impossible>

<https://propel.uwo.ca> : Browse through this website

Assignment #5 Performance Project

Part 1 Due Sunday October 17th at 5pm: Submit your project ideas and project statement (include your project objectives and project summary. If you are working in a group be sure to include how you will divide up the work). We will look at your project statements in small groups this week

Part 2 Due Monday November 29th in class: Project Presentations

Class #4 October 4 Time Management, Websites

****Weekly reading assignment:**

Read Chapter 9 from Creative Success Now

<http://news.stanford.edu/2005/06/14/jobs-061505/>

<http://www.astridbaumgardner.com/blog-and-resources/blog/time-management-for-musicians-4-strategies-to-help-you-power-through-time/>

<http://www.astridbaumgardner.com/blog-and-resources/blog/quadrant-ii-time-management/>

<http://news.stanford.edu/2016/08/19/mood-time-management/>

<https://www.astridbaumgardner.com/blog-and-resources/blog/how-smart-music-entrepreneurs-decide-on-gigs-3-factors-to-evaluate/>

<https://www.astridbaumgardner.com/category/blog-and-resources/blog/>

- Creating A Professional Website
 - Peabody School of Music, Guide for Musician Websites <https://peabody.jhu.edu/life-at-peabody/career-services/marketing-self-promotion/building-a-website/>
 - Music Industry How-To Website Creation Guide (Wordpress): <http://www.musicindustryhowto.com/how-to-make-a-music-website/>
 - Bandzoogle Sample Band websites: <https://bandzoogle.com/sample-band-sites>
- Integrating Social Media
 - Music Industry How-To Social Media Dos and Don'ts: <https://www.musicindustryhowto.com/6-best-social-media-platforms-for-musicians/>
 - Bandzoogle blog, Social Media Ideas for Musicians: <https://bandzoogle.com/blog/11-killer-content-ideas-for-musicians-to-get-more-fans-on-social-media>
 - Bandzoogle blog, Live-Streaming Guide: <https://bandzoogle.com/blog/the-complete-guide-to-live-streaming-for-musicians>
 - Youtube Copyright/Content ID Playlist: <https://www.youtube.com/watch?v=1PvjRIkwll8&list=PLpjK416fmKwRnRbv72ksHRYEknNSaAFkd>
- Sample Website Hosts
 - Wordpress.org: <https://wordpress.org/>
 - Wix: <http://www.wix.com/music/website>
 - Weebly: <https://www.weebly.com/ca>
 - Squarespace: [https://www.squarespace.com/tour/music-website?channel=pnb&subchannel=go&source=performance&subcampaign=\(performance_music-website-webpage-us-search_howtomakeamusicwebsite_p\)&gclid=CJSByqiS-NQCFYSKswod06APDg](https://www.squarespace.com/tour/music-website?channel=pnb&subchannel=go&source=performance&subcampaign=(performance_music-website-webpage-us-search_howtomakeamusicwebsite_p)&gclid=CJSByqiS-NQCFYSKswod06APDg)

Extra reading: <https://christine-carter.com/blog/where-there-is-a-way-there-is-a-will/>
<https://christine-carter.com/blog/where-there-is-a-way-part-2/>
<https://christine-carter.com/blog/motivation-in-isolation/>

Assignment #6 Due Date: Sunday November 7th at 5pm

Design and create your own personal website. Please upload URL to OWL. Alternatively, if it is unpublished you can upload screenshots of each page to OWL.

October 11 Thanksgiving
(No class but please attend small group discussions as usual)

Class #5 October 18 Grants

****Weekly reading assignment:**

<https://www.arts.on.ca/oac/media/oac/Grants/Grant-Survival-Guide-EN.pdf?ext=.pdf>
<http://canadacouncil.ca/funding/grants/explore-and-create/professional-development-for-artists>
<https://www.londonarts.ca/investments>
<https://www.londonarts.ca/past-recipients>
https://international.uwo.ca/learning/go_abroad/global_opps_awards.html
https://international.uwo.ca/learning/go_abroad/award.html
<https://www.arts.on.ca/grants/general-granting-information/grant-results?searchtext=&searchmode=anyword&searchfilter=6;&searchfilter2=0>

Assignment #7 Due Date: Sunday November 14th at 5pm

Prepare an online submission of a Canada Council Explore and Create Professional Development for Artists Grant. Upload to OWL.

<http://canadacouncil.ca/funding/grants/explore-and-create/professional-development-for-artists>
<http://canadacouncil.ca/funding/grants/guide/apply-to-programs/fixed-amounts-for-travel-costs>

Class #6 October 25 Guest Speaker Astrid Baumgardner

****Weekly reading assignment:**

Chapter 3 (start from p.17), Chapter 4
<http://www.bulletproofmusician.com/do-musicians-need-mental-toughness/>
<http://www.bulletproofmusician.com/how-to-develop-greater-mental-toughness/>
<http://www.bulletproofmusician.com/does-mental-practice-work/>
<http://www.musicpeakperformance.com/strategies-for-becoming-mentally-tough/>
<http://www.musicpeakperformance.com/are-you-a-mentally-tough-performer-pt-1/>
<http://astridbaumgardner.com/blog/entry/how-to-develop-the-growth-mindset-4-steps-for-music-entrepreneurs-to-achieve-success.html>

November 1 Fall Break
(no class and no small group discussions)

Class #7 November 8 Guest Speaker Praise Lam

****Weekly reading assignment:**

<https://praiselam.com>
<https://www.business2community.com/social-media/social-media-checklist-concert-promotion-01175365#kQLAI3W4ILjirmLm.97>
<http://www.simplecrew.com/how-to-promote-a-concert/>

Class #8 November 15 Touring

****Weekly reading assignment:**

Browse the following websites:

<http://prairiedebut.com>

<https://www.debutatlantic.ca>

<https://medium.com/@jackconte/pomplamoose-2014-tour-profits-67435851ba37>

<https://www.astridbaumgardner.com/blog-and-resources/blog/so-percussion-the-entrepreneurial-ensemble-shares-its-model-of-success/>

watch this video: https://www.ted.com/talks/amanda_palmer_the_art_of_asking?language=en

<http://www.theguardian.com/commentisfree/2014/dec/13/amanda-palmer-art-business-difficult-honest-decisions>

Assignment #8 Touring Application

Due Date: Sunday November 21st at 5pm

Choose to complete application questions for ONE of the following organizations:

Debut Atlantic

Prairie Debut

Jeunesses Musicales

21st Century Class Touring Assignment

Due date: Sunday November 21 at 5pm

Choose to complete questions for one of the following organizations

Prairie Debut (<http://www.prairiedebut.com>)

Debut Atlantic (<http://www.debutatlantic.ca>)

Jeunesses Musicales (<http://www.jmcanada.ca/en>)

Be sure to check that you have not exceeded any word counts!

Prairie Debut

Proposed program for tour performances – Suggest two 45-minute halves, with intermission. All selected applicants will be required to include Canadian work(s) on their touring performance programme.

Artistic statement – Maximum of 500 words. Please explain the artistic vision for your program and how the program appeals to audiences, including those who are not familiar with classical or world music, and specifically how this may be appealing to Prairie audiences.

Proposed program for outreach performances – Outline a 45-minute school performance/ educational workshop, and a brief description of the learning goals and activities.

Debut Atlantic

Proposed Tour Repertoire:

- Submit a complete program for consideration noting the following:
 - Debut celebrates and supports Canadian composers and their work. **A minimum of one Canadian work is required.** Commissions are encouraged.

- Pending artistic approval, actual repertoire may vary from submitted program.
- The majority of Debut's presenting partners prefer concerts with an intermission.

Technical Requirements/Rider:

- Include a detailed list of all instruments and equipment that will tour with the artist.
- Include a detailed list of all Instruments (including piano) and equipment (including chairs, piano bench, mic for speaking etc) and any other technical requirements to be provided/fulfilled by the venue.
- For ensembles with more than three members, a stage plot is required.

Education & Engagement: Addressing both Educational/Outreach activities (all levels) and Audience Engagement in the concert setting, briefly outline your philosophy and approach keeping in mind the following:

- Debut Atlantic is committed to education and audience engagement activities including (but not limited to) school presentations, workshops, masterclasses, artist talks and other interactive activities.
- In addition to live presentations, Debut uses web-based tools including video, social media, videoconferencing and live-streaming. Pre and post tour inline engagement including video creation, is requested of all touring artists.
- Debut is interested in reaching new audiences and when possible, collaborates with community partners to bring Debut Artists to perform in unexpected public spaces.
- Debut is exploring partnerships with diverse cultural and youth communities and is interested in artistic exchange and mutual learning activities.
- Debut believes that music has a positive impact on mental and physical health and is interested in inclusive outreach programming. For example, programs designed for those with special needs, physical or mental disabilities or for senior communities are encouraged.
- Please include descriptions of any current educational programs performed.
- Innovative ideas are encouraged.

Maximum 300 words.

Touring goals & expectations: Briefly outline your artistic/personal goals & expectations for touring Atlantic Canada keeping in mind the following:

- The Debut Atlantic Tour is meant to be mutually advantageous for the touring artists, community presenters, and their audience.
- The majority of Debut Atlantic presenters are small, volunteer driven organisations located in communities of all sizes throughout Atlantic Canada.
- Please note: Maximum 300 words.

Jeunesses Musicales Concerts Project for General Audience Questions

Jeunesses Musicales of Canada has a touring network throughout Ontario, the Maritimes, and Quebec. Young musicians in the early stages of their careers are invited to submit a concert project in which they communicate their love for music and bring audiences to enjoy specific aspects of the world of music. - See more at: <http://www.jmcanada.ca/en/p/discover-the-jmc/jmc/auditions#sthash.Hg5eLuMi.dpuf>

1. Information on the project and the musicians

Title of the concert:

Biographical notes for Musician #1 - (maximum 1,325 characters)

Biographical notes for Musician #2 - (maximum 1,325 characters)

Brief description of the concert – maximum 550 characters

2. Proposed repertoire (90 minutes of music)

Work or piece	Composer	Length
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Total duration of the program:

3. Introductory text for the first piece in the program (as if you were addressing an audience) – maximum 1,650 characters

Class #10 November 22 Finances with Chris Enns

*****Weekly reading assignment:***

<https://www.ragstoreasonable.com/my-story/>

<http://www.astridbaumgardner.com/blog-and-resources/blog/managing-your-finances-part-i-basic-financial-literacy-for-musicians/>

<http://www.astridbaumgardner.com/blog-and-resources/blog/financial-management-for-musicians-part-ii-how-to-create-a-financial-plan/>

<http://www.astridbaumgardner.com/?s=managing+the+unpredictable>

<http://www.astridbaumgardner.com/blog-and-resources/blog/financial-freedom-for-music-entrepreneurs-how-to-overcome-your-fears-and-become-financially-literate/>

<http://www.astridbaumgardner.com/blog-and-resources/blog/financial-freedom-for-music-entrepreneurs-part-ii-abundance-and-career-success/>

<http://www.astridbaumgardner.com/blog-and-resources/blog/financial-freedom-for-music-entrepreneurs-part-iii-how-to-manage-your-debt-and-spending/>

Class #11 November 29 Performance Project Presentations

Class #12 December 6 Mock Jury for Canada Council for the Arts Grant

I. Mandated Notes:

i) **Course Prerequisites:** None

ii) **Grading scale:** A+=90-100%, A=80-89%, B=70-79%, C=60-69%, D=50-59%, F=0-49%.

iii) **Academic Consideration for Student Absence:** Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. **Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus.** Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are not met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. **Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.**

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office. For the Western University policy on Consideration for Student Absence, see:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf
and for the Student Medical Certificate (SMC), see: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Special Note for Covid-19-related Situations:

As a guideline, if a student has been contacted by the Middlesex-London Health Unit (MLHU) to self-quarantine due to a Covid-19-related situation, then the Self-Reported Absence system is not to be used to report this absence or to request an academic accommodation. The student should contact the Academic Counselling office as soon as they are notified.

In general, students are advised to not self-determine when to self-isolate. Unless directed by the MLHU students should go about their business as usual. But if a student chooses to self-isolate due to a suspected Covid-19-related situation while waiting to receive direction from the MLHU then the student is directed to contact the Academic Counselling office as soon as possible for further direction on receiving accommodation consideration.

iv) **Academic Consideration for Missing Work:** In cases where students are unable to submit work due to medical illness or compassionate grounds, if an online self-reported absence is submitted, or if

appropriate supporting documentation is submitted to the Associate Dean's office, and the accommodation is granted, then the missed assessments may be rescheduled or discounted in the calculation of the final grade for the course, at the discretion of the instructor. If neither a self-reported absence nor an appropriate supporting document is submitted to the appropriate office, then the missed assignments will receive a grade of zero.

v) **Academic Offences:** Submission of work with which you have received help from someone else (other than the course instructor or TA) is an example of plagiarism, which is considered a major academic offence. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, as found at: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

vi) **Mental Health & Wellness:** Students that are in emotional/mental distress should refer to the Health and Wellness at Western page (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help or to go to the Wellness Education Centre located in UCC room 76. **Students in crisis in need of immediate care are directed to go directly to Student Health Services in UC11 or to click on the green "I Need Help Now" button on the Health and Wellness page above.**

vii) **Accommodation for Students with Disabilities:** Students work with Accessible Education Western (AEW, formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

viii) **Religious Accommodation:** Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar. <http://multiculturalcalendar.com/ecal/index.php?s=c-univwo>

ix) **Electronic Devices in Classrooms:** The in-class use of electronic devices (other than for instructor-approved in-class uses) is expressly prohibited. Students found guilty of disrupting the class with electronic devices will be asked to leave the class and may be subject to disciplinary measures under the Code of Student Conduct.

x) **Plagiarism Detection Software Usage:** All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<https://www.turnitin.com/>).

xi) **Contingency Plan:** In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online at the discretion of the course instructor.

xii) Recording of Online Activities: (in the event that the course moves online)

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

xiii) Online Etiquette: (in the event that the course moves online) Some components of this course may involve synchronous online interactions. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- Use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- “Arrive” to class on time
- Ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material
- To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- Unless invited by your instructor, do not share your screen in the meeting
- Be prepared to turn your video camera off at the instructor’s request if the internet connection becomes unstable

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:

- If you wish to speak, select the blue “raise hand” function and wait for the instructor to acknowledge you before beginning your comment or question.
- Kindly remember to unmute your microphone and turn on your video camera before speaking.
- Self-identify when speaking.
- Kindly remember to select the “raise hand” function again to lower your hand, mute your mic and turn off your video camera after speaking (unless directed otherwise).

General considerations of “netiquette”:

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of “Zoom-bombing” a class, or of other serious online offenses, may be subject to disciplinary measures under the Code of Student Conduct.