

# CHAMBER MUSIC COURSE OUTLINE 2020/21

2975y/3975y/4975y/9566y/9867y/Special Topics

## CHAMBER MUSIC COORDINATORS :

PROF. STARLING [jstarli@uwo.ca](mailto:jstarli@uwo.ca) MB311

PROF. WIEBE [twiebe@uwo.ca](mailto:twiebe@uwo.ca) MB319

CHAMBER MUSIC TA: Jillian Yang [byang57@uwo.ca](mailto:byang57@uwo.ca)

COMPOSITION TA: Andrew Noseworthy [anosewo3@uwo.ca](mailto:anosewo3@uwo.ca)

Due to the global pandemic, this course has adjusted to accommodate current restrictions and possible future scenarios. This course outline will provide structure for chamber music education:

-that blends the usual face-to-face manner with online learning (be it by alternating weeks or in segments)

- or moving completely online in the event of the suspension of face-to-face learning.

## COURSE:

This course is a required elective for certain performance majors in both undergraduate and graduate degree programs. All other students are enrolled as needed in the chamber music program.

Students taking this course should be registered for credit (regardless of degree requirements) unless the Chair of Performance has given special permission otherwise.

## DESIRED LEARNING OUTCOMES:

Through their participation in this course, we wish for students to gain a deeper understanding of:

-chamber music repertoire involving their instrument

-meaningful ways to rehearse as a group, and prepare individually for their repertoire

-how to perform their repertoire

-how to use technology to make rehearsals, coachings and performances more meaningful

## Examples of online activities supporting learning outcomes:

### 1): *The repertoire*

Non-performance Activities (synchronous & asynchronous)	Virtual Performance Activities (synchronous & asynchronous)
<b>Research and presentation of chosen repertoire</b>	Create an interactive concert activity
<b>Recording or recorded performance reviews</b>	Various pairing of parts
<b>Create a bibliography of repertoire for the group's instrumentation</b>	Recording or live performance of individual parts
<b>Preparing program notes and/or on-stage remarks.</b>	
<b>Independent Score Study or Transcription</b>	

### 2) *Preparing and rehearsing in a chamber group*

Non-performance Activities (synchronous & asynchronous)	Virtual Performance Activities (synchronous & asynchronous)
<b>Create a harmonic progression or bass line for others to play with and tune to.</b>	Tuning with chords or drones live or recorded.
<b>Recorded movements and cues "quiz"</b>	Recording part with metronome, or create a layered recording with a click track.
<b>Score study to determine rhythmically leading parts for particular passages.</b>	Record musical response to other player's cues.

<b>Feedback and reflection.</b>	Blend and respond expressively to a recorded part
<b>Listening and Writing interpretative markings in score</b>	Listening and recording for matching colour and articulation
<b>Mapping phrasing.</b>	
<b>Virtual Sessions with Student Composers</b>	

**3): A deeper understanding of the art of high quality performance**

Final recitals that cannot take place due to the suspension of face-to-face activities will be substituted with a project determined by the group, with the coach's authorization. It may involve a polished recording project, individual playing assessments, an appropriate written assignment or project. The assessment substitute has the flexibility to be a creative and valuable outcome of the course.

**COMMUNICATION INFORMATION:**

Email is an essential form of communication used during this course for coaching and recital bookings. In addition, general information concerning chamber music administration will be posted throughout the year on OWL (site "Chamber Music 2020/21").

**THE DEADLINE TO DROP THIS COURSE IS October 2, 2020.** Please see the Performance Office TC232 should you need an add/drop form.

**NOTE:** Chamber ensembles formed for chamber music credit cannot be used for solo credit recitals. Any chamber music from a solo degree recital must feature personnel and repertoire which is different from the existing chamber music credit ensemble's personnel and repertoire.

**GENERAL MEETING:**

A very important general meeting over Zoom video conferencing will take place Tuesday, Sept. 15 at 8:30 – 9:20am. Everyone, please try to attend, but especially coaches, DGM's and/or at least one member of each group.

**REQUIRED COMPONENTS & TIME EXPECTATIONS:** (details given in later section)

Following a successful audition, Professors Wiebe and Starling assign students to groups and faculty coaches, in consultation with the Performance Department Chair. In accordance with Western's blended curriculum for 2020-21, we expect that chamber music will normally feature some face-to-face coachings and rehearsals, and some online coachings and rehearsals, and possibly some assignments.

Each group is required to have:

1) Coaching/Assessments: Each group has one, 45-minute, weekly coaching/assessment with their assigned coach. As the coachings are only 45 minutes, we ask that coaches offer one additional 45-minute online coaching each semester, in addition to the one coaching each week. This totals 13 sessions each semester. These can be face-to-face coachings or online assignment assessments/feedback.

2) Group Rehearsals/Assignments: Each group meets for two, 45-minute face-to-face sessions weekly for rehearsals. For online learning (assignments or recording sessions), student work expectation towards these should be approximately 1 hour per week. (individual repertoire practice and preparation is expected to be done outside of these sessions)

3) Graded Recital/s: either

**(Option A)** One Graded Full Recital consisting of approximately 40 – 50 minutes of music, taking place

in February or March of the second semester during an allocated chamber music dates

OR

**(Option B)** Two Graded Half Recitals, one in *each* semester, consisting of approximately 20-25 minutes of music per recital. (Term 1 dates take place in the latter part of November; Term 2 dates take place in February or March)

If a dress rehearsal for a recital occurs, it is considered one of the weekly Group Rehearsals, or a Coaching session if the coach is present.

4) November Chamber Music Showcase/*THE YOUNG-JA PARK CHAMBER MUSIC AWARD COMPETITION:* a performance of approx. 8-10 minutes of music per group

STRINGS/PIANO Groups: **Tues, November 17, 12:30pm, von Kuster Hall**

WWINDS/BRASS/PERCUSSION/PIANO: **Thurs, November 19, 12:30 pm. von Kuster Hall**

5) Student Composer Recording Project: dress rehearsal (20 minutes) & recording session (10 minutes) for each group

March 20, 9 a.m.-1:30 p.m., vKH (DRESS REHEARSAL for some groups)

March 27, 9 a.m.-1:30 p.m., vKH (DRESS REHEARSAL for remaining groups)

March 31, 7:30 p.m. vKH (RECORDING SESSION, all groups)

### EVALUATION OF COURSE COMPONENTS

64% - Coaching/Assessments: weighted equally over the two semesters (32% + 32%)

Coaches provide a progress report at the end of each semester.

30% - Graded Recital/s: Option A, one Graded Full Recital = 30%;

Option B, two Graded Half Recitals, each 15%

3% - Participation in November Chamber Music Showcase

3% - Student Composer Recording Project

Grading scale: A+=90-100%, A=80-89%, B=70-79%, C=60-69%, D=50-59%, F=0-49% (from FOM Handbook)

### PROCEDURES AND EVALUATION DETAILS ON COURSE COMPONENTS

The chamber music coordinators designate one student from each group to be the “DGM”, who is responsible for administration details. The **DGM** is responsible for booking rehearsal and coaching rooms, booking graded recitals and dress rehearsals, and distributing Student Composition scores and parts (see below).

**DGM’s booking rehearsal and coaching rooms** for the year through Book King:

<http://www.bookking.ca/bkdwfom> The designated group member (DGM) will receive an email from Mr. Len Ingrao [lingrao@uwo.ca](mailto:lingrao@uwo.ca) shortly after September 14 with instructions regarding how to book rehearsal and coaching rooms for the year. *It is imperative for DGMs to book within one week after notification, while they are given booking priority. After that week, they are no longer given booking priority.*

#### 1) Coaching/Assessments:

Coaches will evaluate each student weekly on their preparation for the ensemble coaching or the quality of their completed assignment/task (depending if it is face-to-face or online) Each week, each

student will be evaluated out of 10 points, totaling 130 points for 13 weeks each semester. Coaches will provide written instructions one week in advance for each assessment that will take place online

Coaches are expected to advise in the choice of repertoire and are solely responsible for the Term Reports and the final Graded Recital grade. Each student will be evaluated individually on a Progress Report issued at the end of Term One. This mark is an unofficial progress report form for your coach. A Final Grade Report will be issued in April following the completion of all course requirements. This is the mark that will be entered in your transcript. Attendance is required at all rehearsals, coachings and performances.

## 2) Group Rehearsals/Assignments:

Each group meets for two, 45-minute face-to-face sessions weekly for rehearsals. For weeks that are online, students may be expected to email completed written work, attend Zoom video conference meetings, submit recordings to colleagues, or work with the free audio software, *Audacity*. These activities will differ from group to group.

## 3) Graded Recitals:

Evaluation of the recital/s is based on the development of the student's ensemble playing. This involves the individual preparation necessary for the successful command of the repertoire. Evaluation also draws on the development of interpretive communication skills with colleagues during the course of the year along with the ability to execute concepts in a performance setting.

In the event of suspension of face-to-face activities, Graded Recitals may be completed by a recorded recital, written assignment or some other means at the discretion of the coach.

All Graded Recitals should take place within the allotted Chamber Music Graded Recital dates, unless Prof. Starling or Wiebe or the Chair of the performance department gives special permission otherwise.

All Graded Recital and dress rehearsals will normally be held in von Kuster Hall (appropriate physical distancing permitted).

Graded Recitals will be live performances with no audience present in Term 1, and audience for Term 2 is TBD.

### BOOKING RECITAL DETAILS

**For all groups** - *We strongly recommend that groups book their Graded Recitals and dress rehearsals before any individual in the group books their solo credit recital.*

Coaches are normally required to attend this concert in order to assign a grade for each individual member of the chamber ensemble. **A change in a coach's availability does not warrant the rescheduling of a Graded Recital.** Recitals are recorded by the DWFOM recording staff. In the event of a coach's absence at a Graded Recital, the coach will grade the recital after the fact by recording.

**DRESS REHEARSALS:** Groups may request 60-minute dress rehearsal time slots (for Option A groups) and 30-minute dress rehearsal time slots (for Option B groups) in von Kuster Hall with Lou D'Alton [ljdalton@uwo.ca](mailto:ljdalton@uwo.ca) TC 21. We encourage groups to book a dress rehearsal time as early as possible, to ensure they receive a time. Because of COVID and its potential affect on the availability of vKH, dress rehearsal availability is subject to cancellation.

**For ALL GROUPS requiring piano**, the **DGM** must notify piano technician Brad Selves ([bselves2@uwo.ca](mailto:bselves2@uwo.ca)) at least two weeks before the Graded Recital dress rehearsal (and both dress rehearsals for Option B) regarding piano details for the recital(s) and dress rehearsal(s)—how many pianos, lid off or on, etc.

<p><b>Groups choosing <i>Option A</i> - the default option</b></p> <p>One full Graded Recital in Term 2.</p> <p>If a group has not declared itself to be Option B through a confirmation email by Fri. Sept. 18, 5 p.m., 2020 (see below in <i>Option B</i>), it is committed to the Option A Recital. <i>This commitment is binding.</i></p> <p>The group and coach should decide on mutually available dates for both the Graded Full Recital and its dress rehearsal. Groups may request sixty-minute dress rehearsal time slots with Lou D'Alton <a href="mailto:ljdalton@uwo.ca">ljdalton@uwo.ca</a>.</p> <p>Between September 22 and September 25, the DGM should book his/her group's Graded Full Recital by email with Lou D'Alton, <a href="mailto:ljdalton@uwo.ca">ljdalton@uwo.ca</a> TC 21. After that time they can still email Mr. D'Alton but he will only enter chamber group bookings after solo credit recital bookings are completed each day.</p>
<p><b>Groups choosing <i>Option B</i> -</b></p> <p>One Half Graded Recital each term.</p> <p><b>Term 1 recital date options</b> are: Nov 23-26: @ 12:30; Nov 27: 4, 6 &amp; 8pm; Nov 28: 12, 2, 4, 6 &amp; 8pm; Nov 30 &amp; Dec 1 @ 12:30 p.m.</p> <p><b>Term 2 recital date options</b> are: Feb 23: 12:30, 6 &amp; 8 p.m.; Feb 24: 12:30, 6 &amp; 8 p.m.; Feb 26: 6 &amp; 8 p.m.; Feb 27: noon, 2, 4, 6, &amp; 8 p.m; Mar 2: 12:30, 6 &amp; 8 p.m; Mar 3: 12:30, 6 &amp; 8 p.m; Mar 4: 12:30 p.m; Mar 5: 6 &amp; 8 p.m; Mar 6: noon, 2, 4, 6, &amp; 8p.m.</p> <p>Groups and coaches must collectively determine all Half Graded Recital possible dates/times available to them for Term 1 and Term 2. After consulting as a group and with their coach, each member of a group should email the <i>confirmation</i> of Option B, to his/her coach, in the following manner:</p> <p><i>"I, _____, confirm that I choose Option B (2 Half Recitals) for my group's Graded Recital option."</i></p> <p><i>This confirmation email is binding for the entire year</i> and acts as an addendum to the course outline.</p> <p>DGM's need to email all date/time availabilities, including indication of preferred date/times, to the coach. Once the coach has received these emails from all members of the group, the coach emails a copy of the confirmation emails and dates to the Chamber Music TA, Jillian Yang <a href="mailto:byang57@uwo.ca">byang57@uwo.ca</a> by <b>FRIDAY SEPT. 18, 5:00pm</b>. The Chamber Music TA will book the recital with Lou D'Alton and re-confirm the booking with the group's coach and DGM within a few days via email.</p>

#### Recital Deferrals:

Please consult <https://music.uwo.ca/departments/music-performance/handbook/deferrals.html> under "Deferral of a Graded Chamber Music Recital" regarding the policy for deferring chamber music recitals. Please note that, while the Affected Student (the chamber music student whose illness/injury or circumstance requiring compassion are the grounds for their request to defer their Graded Chamber Music Recital) and Designated Group Member bear certain responsibilities described in the MPS handbook, in requesting and rescheduling a deferred Graded Chamber Music Recital, all group members need to communicate in a timely and responsible manner to facilitate any deferral request a group may make for a Graded Recital.

4) **NOVEMBER CHAMBER MUSIC SHOWCASE/THE YOUNG-JA PARK CHAMBER MUSIC AWARD COMPETITION**

All groups must normally perform in Showcase. The Showcases are:

**November 17, 12:30 p.m.** in von Kuster Hall (for STRINGS AND PIANO)

&

**November 19, 12:30 p.m.** in von Kuster Hall (for WOODWINDS, BRASS, PERCUSSION AND PIANO)

The *Young-Ja Park Chamber Music Award Competition* is an exciting new feature of our student chamber music program and will take place during the **November Chamber Music Showcase**. -All groups perform on the Showcase. Groups that qualify for the competition will be considered for the award based, in part, on their performance during the November Showcase Concerts.

Awarded annually to full-time Don Wright Faculty of Music graduate and/or undergraduate students performing in a Chamber Music group, with a minimum 70% average, who are being recognized as members of the most promising Chamber Music Group, and exemplify excellence in performance and collaborative work throughout the fall term. The recipients will be selected by a committee within the Don Wright Faculty of Music and will perform in a Spring recital at the Don Wright Faculty of Music. This award was established with a generous gift from Mr. Ok-Kyu Park in memory of his wife, Young-Ja Park.

*Mrs. Young-Ja Park (née Song) immigrated to London, Ontario, from South Korea in 1969. She had a deep love of classical music and was an ardent supporter of her children's musical education, inspiring many in the London community to follow suit. This award was created in loving memory of Mrs. Park as a way of celebrating excellence in chamber music. Mrs. Park died in 2018 at the age of 70.*

Terms & Qualifications for the Award Competition

- \*A group must have at least two members with an average GPA of 70% or over to qualify.
- \*Any individual recipient in the winning group must have a minimum average of 70%.
- \*A group must have 6 members or less to qualify.
- \*Groups must be classical music ensembles
- \*Only full-time *DWFOM* students (including those not registered for chamber music but are in the winning group) may receive the award
- \*Each group that satisfies the criteria of the Scholarship Audition may play an audition with of no more than 10 minutes in duration, chosen by their coach from their Fall Term repertoire.
- \*Faculty from the *DWFOM* will judge the competition during the November Showcase Concerts, and choose the group that exemplifies excellence in performance and collaborative work.

AWARD:

- \*The winning group receives a total of \$3000.
- \*In acknowledgement of this award, the winning group must perform a full recital in the spring semester. For *Option A* groups, this will be their full Graded Recital and for *Option B* groups, this means the combination of both term Graded Recitals

## 5) Student Composer Recording Project:

Each group will normally incorporate into the weekly rehearsal/coaching schedule the preparation of a 6-8-minute work written by a UWO student composer chosen by the instructors from the composition course.

It is comprised of:

- 1) 2 rehearsals audited by the student composer - by end of October
- 2) a preliminary read-through of the student composer piece – on or before January 29, 2021
- 3) final score & parts pick-up - February 11, 2021.
- 4) a rehearsal of the student composer piece attended by the composer – before March 24, 2021.
- 5) dress rehearsal – March 20 or 27, 2021, both dates between 9 a.m. and 1:30 p.m. (20 minutes per group on one of these dates)
- 6) recording session – March 31, 2021, 7:30 p.m.

*Details of each component:*

1) By early October, faculty will assign student composers to write for student chamber music groups. Student composers will be expected to **audit two rehearsal sessions** of the groups' non-student-composer repertoire in the first term. One of these sessions must take place by the last week of October.

2) With their composer (and preferably the coach) present, groups must complete a **preliminary read-through by January 29**. The group and coach will electronically receive preliminary scores and parts from the composer by January 22. This read-through, which takes place before the deadline of submission of final scores and parts (see below) should help the composer know what he/she needs yet to adjust in his/her composition.

3) On Thursday, February 11, 2021, Student Composer Concert TA, Andrew Noseworthy [anosewo3@uwo.ca](mailto:anosewo3@uwo.ca) will email one score and parts to each group's DGM, who must then **distribute the score and parts** to the rest of the group before reading week. If the DGM is not available to receive the score and parts at that time, he/she must make prior arrangements with Andrew Noseworthy [anosewo3@uwo.ca](mailto:anosewo3@uwo.ca) to receive the score and parts **no later than February 11 2021**. One score will be for the coach.

4) Following the submission of final scores and parts, the group should incorporate the work into their weekly rehearsals and coachings in preparation for the student composer concert. The group must invite the student composer, and the student composer is required to attend, at least one rehearsal of the student composer's work **prior to March 24**.

5) **Dress rehearsals** for this Recording Session are scheduled for March 20 between 9 a.m. and 1:30 a.m. in vKH, and March 27 between 9 a.m. and 1:30 p.m. in vKH. Each group will be allotted a twenty-minute dress rehearsal time slot within one of the above dress rehearsal dates. The composer for each group is responsible for booking a dress rehearsal time, once he/she has consulted with everyone from his/her chamber group. The TA for this project, Andrew Noseworthy, will schedule the Recording Session dress rehearsals with each group's DGM through OWL.

6) The **Student Composer Project Recording Session** is scheduled for Wednesday, March 31, 2021, at 7:30 p.m. (not 8 p.m.!) in von Kuster Hall. This Recording Session is normally mandatory for all students registered in the chamber music program. Professor Wiebe will monitor the performances of these works on the Student Composer Recording Session. Completing the dress rehearsal and Recording Session of the recording project comprises 3% of the student's grade. An attended

recording session warrants 3/3. An absence warrants 0/3. Coaches do not need to attend this recording session.

*We hope that you enjoy your chamber music experience and wish you a successful year!  
Prof. Starling and Wiebe*

---

## ADDENDUM

### COVID-SAFETY PROTOCOLS

All chamber music rehearsals, coachings and performances must adhere to the DWFOM COVID safety protocols set out for the faculty. <https://music.uwo.ca/news/2020/covid-guidelines-music-faculty.pdf>

Each student must bring their own music stand to each coaching/rehearsal. They may not use music stands in the coach's studio or in the classroom

Gaffers tape may be requested to mark floors to aid proper distancing during rehearsals without coach present.

Bell masks should be used by all wind players, as instructed by the student's private studio teacher.

---

### I. Mandated Notes:

i) *Course Prerequisites*: [Music XXXX or None]. Unless you have either the prerequisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

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 of a student's Home Faculty.

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](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](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

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](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](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>

## **II. Notes Specifically to Address Covid-19-related Issues for 2020-21 Only.**

i) **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.

ii) **Recording of Online Activities:** All of the remote learning sessions for this course will be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings.

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.

iii) **Online Etiquette:** 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
- (for classes larger than 30 students only) In order to give us optimum bandwidth and web quality, please turn off your video camera for the entire class unless you are invited to speak
- [for classes where video for all participants is encouraged] 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.