

# HCIN5100 Syllabus

An FAQ version of the syllabus is also available. Both versions contain the same information, just presented slightly differently.

The Syllabus has two main sections. The first has details more relevant directly to the course, and the second has related Carleton University policies/procedures.

## Course Details

### Calendar Description

**HCIN5100 Fundamentals of HCI Design and Evaluation:** Strategies and practices in HCI design and evaluation. Students will learn to perform studies in user interface analysis and design, read research literature critically, distill important points from readings, summarize, write papers, design user interfaces and present their work.

### Instructor

Prof. Sonia Chiasson

[chiasson@scs.carleton.ca](mailto:chiasson@scs.carleton.ca) (email is the easiest way to reach me)

<https://carleton.ca/scs/people/sonia-chiasson/>

**Virtual student meetings:** if you would like to speak with me outside of class, please scheduled an appointment through Brightspace

### Class Schedule

Time: Wednesdays 8:30am - 11:30am EST

Dates: September 8 to December 8, 2021

Fall break: Oct 25 - 29, 2021. No classes or meetings during Fall Break.

### Delivery Mode

The course website is hosted through Brightspace: <https://brightspace.carleton.ca>. The course will be delivered fully online using synchronous and asynchronous activities. There will be no in-person component to the class.

Class material will be available through:

- [Synchronous] Live class instruction, discussion, and activities offered through Zoom
- [Asynchronous] Assigned readings and videos listed on Brightspace
- [Asynchronous] Discussion forums on Brightspace
- [Asynchronous] Supplemental resources available on Brightspace, as needed

### Assessment Plan

Your grade in this class will be calculated based on the following items:

Activity	Weight	Deadline
Participation	20	on-going

Literature review	20	5pm EST, Friday October 1, 2021
Interview/survey study	20	5pm EST, Friday October 22, 2021
Usability study	20	5pm EST, Friday November 19, 2021
Redesign	20	5pm EST, Friday December 10, 2021

Assignments will be posted and submitted through Brightspace.

**96-hour Grace Period:** In total, you will have a 96-hour grace period for late submission of assignments. These hours can be divided in whichever way you want across the 4 assignments. For example, you could (i) submit one assignment 96-hours late; or (ii) submit each of the 4 assignments 24 hours late, or (iii) divide the hours among the assignments however you want. You do not need to contact me to use the grace period, simply upload your assignment to Brightspace and it will track the submission timestamp.

**Penalty for Late Assignments:** Assignments handed in late beyond the 96-hour grace period will be penalized by a deduction of 10 marks (out of a possible 100) per 24-hour period, or part thereof (e.g., anything from 1 minute to 24 hours past the deadline counts as one period). If you are facing extenuating circumstances such as illness or unusual family obligations, Carleton has a self-declaration form to be completed here: <https://carleton.ca/registrar/wp-content/uploads/self-declaration.pdf> You should complete the form and contact your instructor to discuss alternative arrangements.

**Academic Integrity:** If you are unsure of the expectations regarding academic integrity (e.g., how to use and cite references, how much discussion of your work with others is appropriate), **ASK** your instructor for clarification beforehand. The Academic Integrity policy is available here: <https://carleton.ca/secretariat/wp-content/uploads/Academic-Integrity-Policy-2021.pdf>

Sharing assignments or posting them online (e.g., to sites like Chegg, CourseHero, OneClass, etc.) is also considered academic misconduct. You are never permitted to post, share, or upload course materials without explicit permission from your instructor.

Academic integrity offences are taken seriously and will be reported to the Faculty of Graduate and Postdoctoral Affairs. Penalties can have serious consequences, such as a grade of 0 on the assignment, an F in the entire course, or expulsion from the University. **Make sure you are familiar with Carleton's academic integrity policy and rules so that you do not accidentally get yourself in trouble.**

## Course Content

A course schedule for the semester will be available on Brightspace.

Readings, videos, and/or other content will be provided on Brightspace weekly. Knowledge and a good understanding of the course content will be necessary to complete the assignments.

We will operate as a "flipped classroom" where you will be expected to complete the preparatory activities (e.g., readings, watching videos, participate in online discussion) before each class. This is a research-based course. It will require careful reading and understanding of the weekly preparatory materials.

Class time will be used for interactive activities: you will be expected to participate in discussion about the week's topics by asking questions, providing your perspective, and engaging in conversations. You will also be expected to engage in interactive exercises and hands-on activities with your classmates to practice new skills. Engagement with hands-on activities, and in-depth discussion of research papers is critical to understanding the material and doing well in the course. Essentially, this flipped classroom model enables most "one-way" communication (e.g., lecturing, reading) to be done on your own time, and allows us to spend classroom time in a more engaging way, doing activities that take advantage of the fact that there are others in the classroom.

On average, you should expect to spend 12-15 hours per week on this course (including individual study/work time,

asynchronous activities, and synchronous activities). Know yourself, if you are a slower-than-average reader or writer, you may need to allocate more time. Some weeks will be busier than others. However, class material and assignments will be posted early enough that you can plan and work ahead if you want to keep a more balanced workload.

**Textbook:** No textbook. Assigned readings will be from research papers and other materials freely available online.

## Attendance

You are expected to attend the weekly synchronous class (Zoom) sessions. The hands-on activities and discussion work best when everyone is engaged. Since this is a multi-disciplinary program, there is tremendous value in hearing others' perspectives and learning from each other. This will make you a much better HCI person and can only happen when people attend class.

To encourage interaction and protect student privacy, the synchronous sessions will **not** be recorded. You will be expected to participate in class. It's easier to have conversations if you have your video turned on, but this is not mandatory.

If you must miss a week due to extenuating circumstances, please let your instructor know ahead of time. You may be asked to complete additional asynchronous activities.

## Collaboration

Since there is no midterm or final exam in the course, I need a way to assess how well each student understands the course material. I can't do that if you're working in groups. Discussing assignments with other students is allowed and encouraged, but the actual work presented or submitted must be done individually. All suspected violations of academic integrity will be forwarded to the Faculty of Graduate and Postdoctoral Affairs. If you're unsure whether something is appropriate, ask beforehand.

## Intellectual Property

My lectures and all course materials (including all PowerPoint presentations, course notes, handouts, and similar materials) are protected by copyright. I am the exclusive owner of copyright and intellectual property of all course materials. You may take notes and make copies of course materials for your own educational use. You may not allow others to reproduce or distribute lecture notes and course materials publicly for commercial purposes without my express written consent.

## Graduate Academic Advisor

The graduate advisor for the Human Computer Interaction program can assist you with information about prerequisites and preclusions, enquiries about course substitutions/equivalencies, understanding your academic audit and remaining requirements for graduation. The advisor will also refer students to appropriate resources on campus such as the Student Academic Success Centre (SASC), Writing Tutorial Centre, Registrar's Office, etc. The advisor can be reached at [HCI@cunet.carleton.ca](mailto:HCI@cunet.carleton.ca).

## Student Support Services

Carleton University offers programs and services that promote positive mental health and assist students with realizing their full potential. These are available to all students; do not hesitate to seek them out if needed. These student support services and resources are explained here: <https://carleton.ca/studentsupport/supporting-our-students/>

## Writing Support Services

You will need to write **a lot** during grad school. It will be beneficial to you to spend some time making sure your writing skills are well-developed and that you understand the expectations and type of writing required in grad school.

The Faculty of Graduate and Postdoctoral Affairs offers writing support services tailored to graduate students: <https://carleton.ca/gradpd/writing-support/>

The Centre for Student Academic Support (CSAS) offers writing support to the Carleton community. They have many resources available: <https://carleton.ca/csas/writing-services/>

## Professional Development Services

The Faculty of Graduate and Postdoctoral Affairs offers many different types of professional development opportunities. They regularly have workshops, training, and one-on-one consultation services to help you develop skills and prepare for both grad school and life beyond grad school. Check out their website for more details: <https://carleton.ca/gradpd/>

Carleton also subscribes to LinkedIn Learning, which offers hundreds of online, self-paced courses for free to the Carleton community: <https://students.carleton.ca/services/linkedin-learning/> You'll find many courses relating to HCI, but also to boost other types of skills.

CAPCHI is Ottawa's organization for HCI/UX professionals, academics, and anyone who wants to get together and chat/learn about all things HCI/UX-related. They are very welcoming, meet monthly, anyone can join, and it's free. It's a great place to network and learn more about real-world HCI. Check out their website for more info: <https://capchi.org>

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## University Policies

Carleton is committed to providing academic accessibility for all individuals. If you require any academic accommodations, please visit <https://students.carleton.ca/course-outline/>

Here are details about some important university policies and accommodations available to you.

For information about Carleton's academic year, including registration and withdrawal dates, see [Carleton's Academic Calendar](#).

## Pregnancy Obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit [Equity Services](#).

## Religious Obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit <https://carleton.ca/equity/focus/discrimination-harassment/religious-spiritual-observances/>

## Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. For more details, visit the [Paul Menton Centre website](#).

## **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/sexual-violence-support/>

## **Accommodations for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, see the [policy](#).

## **Student Academic Integrity Policy**

Every student should be familiar with the Carleton University student academic integrity policy. A student found in violation of academic integrity standards may be awarded penalties which range from a reprimand to receiving a grade of F in the course or even being expelled from the program or University. Examples of punishable offences include: plagiarism and unauthorized co-operation or collaboration. Information on this policy may be found [here](#).

## **Plagiarism**

As defined by Senate, "plagiarism is presenting, whether intentional or not, the ideas, expression of ideas or work of others as one's own". Such reported offences will be reviewed by the Faculty of Graduate and Postdoctoral Affairs.

## **Unauthorized Co-operation or Collaboration**

Senate policy states that "to ensure fairness and equity in assessment of term work, students shall not co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis". Please refer to the course outline statement or the instructor concerning this issue.