

Instructor: Tracey P. Lauriault
Email: Tracey.Lauriault@Carleton.ca

Student Hours: Wednesdays 14:30-17:30
Office: 4110b Richcraft Hall

Course Description:

This is a policy workshop course where PAPM students apply their public affairs skills and knowledge to develop critical problem solving and research skills in communications and information policy with a special focus on digital government. Students, working in small groups, will examine policy problems, in specific institutional contexts with community partners from the City of Ottawa, Province of Ontario and the Government of Canada.

This year's PAPM4000D Capstone course examines digital strategies, data governance, open government, open data and AI policy making. The main themes include transparency, accountability, openness, ethics and engagement.

Students will be presented with policy challenges by each of the community partners at the beginning of the term, will propose how they might go about addressing that issue to the class and produce a final project that is well-planned and to be delivered in person to the community partners at the end of term.

Prerequisites:

PAPM 3000 and good standing in the Bachelor of PAM.

Learning Objectives:

Students will:

- Be well versed in digital strategies, data governance, open government, open data, and AI for policy at three levels of government in Canada
- Learn to apply ecosystem and social & technological assemblage thinking
- Address a public policy challenge with evidence informed research and use the knowledge, skills and tools acquired during their PAM studies to do so.
- Deliver a professional capstone project that critically addresses one of the challenges presented by community partners.
- Work as a team and with their peers to problem solve

Course Materials:

- Course materials will be available through Brightspace, this document and a shared Google Drive.
- Additional materials may be acquired directly from community partners or shared among students.
- A group ZOTERO will be created as will a collaborative workspace.

Evaluation:

Assignments are to be submitted on time in Brightspace.

Attendance:

Students are expected to attend all classes, to have read the assigned readings and tie these to their projects as seen in the weekly activity. Course time is project collaboration, creation and discussion time!

Assignment Submission Formats:

Assignments will be explained in class.

Assignments	Due Date	Grade
<i>In-Class Activities & Engagement</i>		25%
<i>1. Project Proposal Quad Chart</i>	Week 4 – Oct. 3, Noon	5%
<i>2. Draft Capstone Project Outline & Annotated Bibliography</i>	Week 6 – Oct. 17, Noon	5%
<i>3. Draft Capstone Project</i>	Week 9 – Nov. 14, Noon	5%
<i>4. Peer Reviews of Drafts</i>	Week 10 – Nov. 21, Noon	5%
<i>5. Final Capstone Project</i>	Week 12 – Dec. 5, Noon	40%
<i>6. Capstone Presentation</i>	Week 12 – Dec. 5, During class	15%
		100%

Schedule:

Week 1 - Sept. 12 - Introduction

Introductions along with course expectations and objectives. We will create a group workspace on Google Drive and Zotero and co-develop a collaborative work approach. We will also discuss how to share the readings and the sharing of acquired knowledge.

Students will be introduced to the Infrastructure Canada Smart City Challenge, Sidewalk Toronto and the Open Smart City Guide and will gain insight into a complex social and technical issues, assemblage thinking theories of change and CFPs.

Resources:

Infrastructure Canada and Government of Canada. 2018. “Infrastructure Canada - Smart Cities Challenge.” March 12, 2018.

<https://www.infrastructure.gc.ca/cities-villes/index-eng.html>.

Lauriault, Tracey P., Bloom, Rachel, and Landry, Jean-Noe. 2018. “Open Smart Cities Guide.” <https://opennorth.ca/resources/open-smart-cities-guide/>.

Sidewalk Labs. n.d. “Sidewalk Toronto.” Sidewalk Labs. Accessed September 10, 2023. <https://www.sidewalklabs.com/toronto>.

Week 2 - Sept. 19 - Meet Community Partners from City of Ottawa & the Federal Government of Canada

Students will meet two of the three community partners. Please be prepared to ask questions and familiarize yourself with the relevant documents for this visit.

Readings & Resources

There is gray literature arranged by community partner in the Readings and Resources section of this syllabus.

Week 3 - Sept. 26 - Meet Community Partners from the Province and Ontario

Students will meet the last of the three community partners. Please be prepared to ask questions and familiarize yourself with the relevant documents for this visit.

Activity:

During the second half of the class, we will reflect on the knowledge shared and challenges presented by our community partners, form research teams, assign community partners, and discuss the Quad Chart Proposal and proposal pitch.

Readings & Resources

There is gray literature arranged by community partner in the Readings and Resources section of this syllabus.

Week 4 - Oct. 3 - Digital Strategies

This week's class students discuss digital strategies, examine how institutional culture may be a barrier, the OECD comparative indicators and an excellent example from the City of Toronto.

Preparation:

In addition to the readings, students will examine the digital strategies of their community partners to inform the discussion.

Activity:

Teams will pitch their capstone proposals and classmates will be prepared to provide constructive feedback.

Readings & Resources:

Wilson, Christopher, and Ines Mergel. 2022. "Overcoming Barriers to Digital Government: Mapping the Strategies of Digital Champions." *Government Information Quarterly* 39 (2): 101681.

<https://doi.org/10.1016/j.giq.2022.101681>.

OECD. n.d. "Assessing National Digital Strategies and Their Governance | En | OECD." Accessed August 21, 2023.

<https://www.oecd.org/digital/assessing-national-digital-strategies-and-their-governance-baffceca-en.htm>.

Toronto, City of. 2021. "Digital Infrastructure Strategic Framework." City of Toronto. City of Toronto. Toronto, Ontario, Canada. April 15, 2021.

<https://www.toronto.ca/city-government/accountability-operations-customer-service/long-term-vision-plans-and-strategies/smart-cityto/digital-infrastructure-strategic-framework/>.

Assignment:

Part 1 - CAPSTONE PROJECT PROPOSAL: Week 4 Oct. 3 @noon (5%)

In one Power Point Slide create a Quad Chart

(https://en.wikipedia.org/wiki/Quad_chart), and include the following:

1. Introduce your capstone project including the challenge you will address
2. Explain how you will address it & justify your approach
3. State which theory, philosophy and concepts you plan to engage
4. Provide a Timeline and References

Week 5 - Oct. 10 - Data Governance

Increasingly organizations recognize the value of data to their organizations and that these assets need to be governed, stewarded and managed. Students will learn about some of the roles and responsibilities of data governors and of data sovereignty from an indigenous perspective.

Activity:

Students will align the knowledge gained from the readings with Week 4's discussion on digital strategies and capstone project work.

Readings & Resources:

Dewar, Jonathan. 2019. "First Nations Data Sovereignty in Canada."

Statistical Journal of the IAOS 35 (1): 47-69.

<https://doi.org/10.3233/SJI-180478>.

Plotkin, David. 2021. "Chapter 1: Data Stewardship and Data Governance: How They Fit Together." In *Data Stewardship - 2nd Edition*, 2nd ed., 1-23.

Academic Press. [https://ocul-](https://ocul-crl.primo.exlibrisgroup.com/permalink/01OCUL_CRL/1ortgfo/cdi_safari_books_v2_9780124103894)

[crl.primo.exlibrisgroup.com/permalink/01OCUL_CRL/1ortgfo/cdi_safari_books_v2_9780124103894](https://ocul-crl.primo.exlibrisgroup.com/permalink/01OCUL_CRL/1ortgfo/cdi_safari_books_v2_9780124103894)

First Nations Information Governance Centre (FNIGC). n.d. "The First Nations Principles of OCAP®." The First Nations Information Governance Centre. Accessed September 11, 2023. <https://fnigc.ca/ocap-training/>.

Global Indigenous Data Alliance (GIDA). 2023. "CARE Principles." Global Indigenous Data Alliance. January 23, 2023. <https://www.gida-global.org/care>.

ODI. n.d. "The Data Institutions Register." Accessed August 21, 2023.

<https://www.theodi.org/article/the-data-institutions-register/>.

ODI. n.d. "The Softer Side of Data Governance: A Playbook for Non-Technical Users." Accessed August 21, 2023. <https://www.theodi.org/article/the-softer-side-of-data-governance-a-playbook-for-non-technical-users/>.

US Government and Federal Data Strategy. 2020. "Data Governance Playbook."
<https://resources.data.gov/assets/documents/fds-data-governance-playbook.pdf>.

Week 6 - Oct. 17 - Open Government

Open Government is a governing approach that may be connected to digital strategies and data governance and sometimes with open data and potentially open science. This week we discuss maturity models, open government institutions and ecosystem approaches to creating an open government.

Activity:

Students discuss how the readings relate to their capstone project and assess whether open government is practiced by their community partners and where it might be in terms of maturity.

Students will also briefly introduce their draft capstone projects and some of the findings in their literature reviews.

Readings and Resources:

Harrison, Teresa M., Theresa A. Pardo, and Meghan Cook. 2012. "Creating Open Government Ecosystems: A Research and Development Agenda." *Future Internet* 4 (4): 900-928. <https://doi.org/10.3390/fi4040900>.

Pirannejad, Ali, and Alex Ingrams. 2023. "Open Government Maturity Models: A Global Comparison." *Social Science Computer Review* 41 (4): 1140-65. <https://doi.org/10.1177/08944393211063107>.

Government of Canada. n.d. "The Open Government Guidebook - Open Government Portal." Accessed August 28, 2023. <https://open.canada.ca/data/en/info/cf9ba695-59dc-4cc0-8a52-94ff6d9db665>.

Organisation for Economic Co-operation and Development. 2023. *Open Government Scan of Canada Designing and Implementing an Open Government Strategy*. OECD Public Governance Reviews. Paris: OECD Publishing. <https://doi.org/10.1787/1290a7ef-en>.

Assignment:

Part 2 - TABLE OF CONTENTS + ANNOTATED BIBLIOGRAPHY: Week 6 Oct.17 @noon (5%)

- <https://guides.library.cornell.edu/annotatedbibliography>
- https://owl.purdue.edu/owl/general_writing/common_writing_assignments/annotated_bibliographies/annotated_bibliography_samples.html

Study Break Oct. 23-27

Week 7 - Oct. 31 - Open Data

Some governments do not articulate their data governance approaches but they may have an open data or an open government data program. This week students learn about the history of open data in Canada, how to sustain an open data program and will look at some open data definitions.

Activity:

Students will compare open data definitions, principles and indicators and assess the open data programs of their community partners.

Readings and Resources:

Lauriault, Tracey P. 2022. "Chapter 1: Looking Back Toward a 'Smarter' Open Data Future." In *The Future of Open Data*, edited by Pamela Robinson and Teresa Scassa, 19-53. Law, Technology and Media. Ottawa: University of Ottawa Press.

Loenen, Bastiaan van, Anneke Zuiderwijk, Glenn Vancauwenberghe, Francisco J. Lopez-Pellicer, Ingrid Mulder, Charalampos Alexopoulos, Rikke Magnussen, et al. 2021. "Towards Value-Creating and Sustainable Open Data Ecosystems: A Comparative Case Study and a Research Agenda." *JeDEM - eJournal of eDemocracy and Open Government* 13 (2): 1-27.
<https://doi.org/10.29379/jedem.v13i2.644>.

Safarov, Igbal. 2019. "Institutional Dimensions of Open Government Data Implementation: Evidence from the Netherlands, Sweden, and the UK." *Public Performance & Management Review* 42 (2): 305-28.
<https://doi.org/10.1080/15309576.2018.1438296>.

City of Montréal, n.d. "Digital Data Charter in the Service of the Community." Accessed August 21, 2023.
<https://montreal.ca/en/articles/digital-data-charter-service-community-26084>.

"Global Open Data Index." n.d. Accessed September 11, 2023.
<http://index.okfn.org/>.

"Open Data Charter Principles." n.d. *International Open Data Charter* (blog). Accessed September 11, 2023.
<https://opendatacharter.net/principles/>.

"Open Data Barometer -." n.d. Accessed September 11, 2023.
<https://opendatabarometer.org/?year=2017&indicator=ODB>.

Week 8 - Nov. 7 - Transparency

Knowing how governments work, makes decisions, purchase, and spend seems a given in democracies, but alas it is not always the case, the tendency in however is toward more transparency. This week students learn about some aspects of government transparency in relation to spending, contracting and AI/ML.

Activity:

This week students assess the level of transparency of their community partners by examining their contracting, procurement and AI policies.

Readings and Resources:

Ruijter, Erna, Françoise Détienné, Michael Baker, Jonathan Groff, and Albert J. Meijer. 2020. "The Politics of Open Government Data: Understanding Organizational Responses to Pressure for More Transparency." *The American*

Review of Public Administration 50 (3): 260-74.

<https://doi.org/10.1177/0275074019888065>.

Scassa, Teresa. 2023. "Explaining the AI and Data Act." 2023.

https://www.teresascassa.ca/index.php?option=com_k2&view=item&id=369:explaining-the-ai-and-data-act&Itemid=80.

Scassa, Teresa. 2023. "Comparing the UK's Proposal for AI Governance to Canada's AI Bill." Accessed September 11, 2023.

https://www.teresascassa.ca/index.php?option=com_k2&view=item&id=370:comparing-the-uks-proposal-for-ai-governance-to-canadas-ai-bill&Itemid=80.

Ferron, Pierre-Antoine. 2022. "Open and Ethical Procurement Guide on Engaging with the Private Sector." Open North.

<https://opennorth.ca/reports/open-and-ethical-procurement-guide-on-engaging-with-the-private-sector/>.

Government of Canada, Public Services and Procurement Canada. 2015. "Open Contracting Data Standard Pilot." May 26, 2015.

<https://buyandsell.gc.ca/procurement-data/open-contracting-data-standard-pilot>.

Open Contracting Partnership. n.d. "Open Contracting Partnership." Open Contracting Partnership. Accessed August 22, 2023.

<https://www.open-contracting.org/>.

OGP. 2023. "State of the Evidence: Algorithmic Transparency." Open Government Partnership. May 24, 2023.

<https://www.opengovpartnership.org/documents/state-of-the-evidence-algorithmic-transparency/>.

Transparency International Canada. 2023. "Transparency International Canada." Transparency International Canada. August 16, 2023.

<https://transparencycanada.ca>.

Week 9 - Nov. 14 -Engagement

Co-design, co-creation, hackathons, open science, civic technology, crowdsourcing, public consultations, Senate Sub-Committees, and more are approaches governments take to engage with citizens, residents and/or the publics they have the jurisdictional responsibility to govern. Canada as a Westminster system is learning how to engage, and depending on the level of government and the areas of concern engagement practices differ. This week we look at different engagement approaches and levels of engagement.

Activity:

Students discuss the readings and which types of engagement activities their community partners do and how engagement might feature in their capstone projects. Students discuss their draft capstone projects.

Reading and Resources:

Haklay, Muki. 2011. "Levels of Participation in Citizen Science and Scientific Knowledge Production." *Po Ve Sham - Muki Haklay's Personal*

Blog (blog). December 2, 2011.

<https://povesham.wordpress.com/2011/12/02/levels-of-participation-in-citizen-science-and-scientific-knowledge-production/>.

Linåker, Johan, and Per Runeson. 2021. "How to Enable Collaboration in Open Government Data Ecosystems: A Public Platform Provider's Perspective." *JeDEM - eJournal of eDemocracy and Open Government* 13 (1): 1-30.
<https://doi.org/10.29379/jedem.v13i1.634>.

Maurushat, Alana. 2019. "Chapter 8: Hacktivism." In *Ethical Hacking*, 211-19. Ottawa, Ontario: Ottawa University Press. https://ocul-crl.primo.exlibrisgroup.com/discovery/fulldisplay?docid=alma991022736163205153&context=L&vid=01OCUL_CRL:CRL_DEFAULT&lang=en&search_scope=NewDiscoveryNetwork&adaptor=Local%20Search%20Engine&tab=OCULDiscoveryNetworkNew&query=any,contains,Ethical%20Hacking&offset=0.

McBride, Keegan, Gerli Aavik, Maarja Toots, Tarmo Kalvet, and Robert Krimmer. 2019. "How Does Open Government Data Driven Co-Creation Occur? Six Factors and a 'Perfect Storm'; Insights from Chicago's Food Inspection Forecasting Model." *Government Information Quarterly* 36 (1): 88-97. <https://doi.org/10.1016/j.giq.2018.11.006>.

Piotrowski, Suzanne J. 2022. *The Power of Partnership in Open Government: Reconsidering Multistakeholder Governance Reform*. 1st ed. Information Policy Series / Edited by Sandra Braman. Cambridge, Massachusetts: The MIT Press.

Government of Ontario. 2021. "Consultation: Ontario's Trustworthy Artificial Intelligence (AI) Framework | Ontario.Ca."
<http://www.ontario.ca/page/ontarios-trustworthy-artificial-intelligence-ai-framework-consultations>.

IAP2. n.d. "International Association for Public Participation." Accessed September 11, 2023. <https://www.iap2.org/mpage/Home>.

OGP. 2020. "Taking the OGP Co-Creation Process Online." Open Government Partnership. June 4, 2020.
<https://www.opengovpartnership.org/documents/taking-the-ogp-co-creation-process-online/>.

Assignment:

Part 3 - DRAFT CAPSTONE PROJECT: Week 9 Nov. 14 @noon (5%)

- Each team will briefly present their plans to the class. Teams will be assigned to peer review DRAFTS.

Week 10 - Nov. 21 - Accountability

How does one assess if one has met one's obligations, has achieved one's goals and policy outcomes? New managerialism has brought performance and accountability and their associated metrics to a point that indicators govern at a distance. This week students discuss how ought government account for its actions by examining some accountability processes and measures.

Activity:

Students will assess how their capstone projects account for success, and how success will be measured. Also, do your community partners have accountability processes and policies in place? What do they measure? Student peer reviewers provide constructive feedback to their classmates.

Readings and Resources:

- OGP. n.d. "Broken Links: Open Data to Advance Accountability and Combat Corruption." Open Government Partnership. Accessed August 21, 2023. <https://www.opengovpartnership.org/broken-links/>.
- Florez, Jorge and Tonn, Johannes. 2019. "001: Accountability and Anti-Corruption." In *The State of Open Data: Histories and Horizons*, edited by Tim Davies, Stephen B. Walker, Mor Rubinstein, and Fernando Perini, 17-34. Somerset West, South Africa: African Minds. <https://doi.org/10.5281/zenodo.2668475>.
- Harrison, Teresa M., and Djoko Sigit Sayogo. 2014. "Transparency, Participation, and Accountability Practices in Open Government: A Comparative Study." *Government Information Quarterly* 31 (4): 513-25. <https://doi.org/10.1016/j.giq.2014.08.002>.
- Kitchin, Rob, Tracey P. Lauriault, and Gavin McArdle. 2015. "Knowing and Governing Cities through Urban Indicators, City Benchmarking and Real-Time Dashboards." *Regional Studies, Regional Science* 2 (1): 6-28. <https://doi.org/10.1080/21681376.2014.983149>.
- Transparency & Accountability Initiative. n.d. "Transparency & Accountability Initiative." Accessed August 21, 2023. <https://www.transparency-initiative.org/>.

Assignment:

Part 4 - PEER REVIEWS of DRAFTS: Week 10 Nov.21 @noon (5%)

- Teams return their peer reviews and provide constructive feedback in-class.

Week 11 - Nov. 28 - Ethics

The best part about the contemporary context of ethics is that there are numerous guidelines and principles, the worst part is there are many. This week students glimpse the growing field of AI Ethics. We also examine data feminisms, a data ethical framework and information ethics in times of crisis.

Activity:

Students discuss any ethical issues pertaining to their capstone projects, including whether their community partners follow or mention any ethical principles and guidelines in their digital strategies. Also, we will evaluate the term we spent together. Finally, students discuss any last-minute issues before presenting their projects next week.

Readings and Resources:

- Berkman Klein Center. 2020. "Principled Artificial Intelligence."
<https://cyber.harvard.edu/publication/2020/principled-ai>.
- Crawford, Kate and Joler, Vladan. 2018. "Anatomy of an AI System: The Amazon Echo As An Anatomical Map of Human Labor, Data and Planetary Resources." AI Now Institute and Share Lab. <http://www.anatomyof.ai>.
- D'Ignazio, Catherine, and Lauren F. Klein. 2020. *Data Feminism*. The MIT Press. <https://doi.org/10.7551/mitpress/11805.001.0001>. (*Introduction and Conclusion*)
- Greenwood, Faine, Caitlin Howarth, Danielle Escudero Poole, Nathaniel A. Raymond, and Daniel P. Scarnecchia. 2017. "The Signal Code: A Human Rights Approach to Information During Crisis."
<https://hhi.harvard.edu/publications/signal-code-human-rights-approach-information-during-crisis#:~:text=The%20Signal%20Code%20is%20the,have%20to%20information%20uring%20disasters>.
- Stanford University. n.d. "AI Index Report 2023 - Artificial Intelligence Index." Accessed September 11, 2023.
<https://aiindex.stanford.edu/report/>.
- US Government and Federal Data Strategy. 2020. "Data Ethics Framework." 2020. <https://resources.data.gov/assets/documents/fds-data-ethics-framework.pdf>.

Week 12 - Dec. 5 - Present final projects to Community Partners

This week community partners join us to hear your capstone project presentations.

Part 5 - FINAL CAPSTONE PROJECT: Week 12 Dec. 5 @noon (40%)

Part 6 -CAPSTONE PRESENTATION: Week 12 Dec. 5 @noon (15%)

Exam Week - Dec. 10-22

Class Readings / Resources:

City of Ottawa

Students meet City of Ottawa Staff Week 2. Their challenge is related to the their Open Data Policy last updated in 2020. It ought reflect the key strategies, including Equity & Inclusion and the guidelines for collecting demographic information. Understanding best practices on Open Data Policies from around the world would also be helpful.

City of Ottawa Documents:

- City of Ottawa. 2010. "CITY OF OTTAWA OPEN DATA."
[https://app06.ottawa.ca/calendar/ottawa/citycouncil/occ/2010/05-12/csedc/08-ACS2010-COS-ITS-0005-Open%20data%20\(2\)](https://app06.ottawa.ca/calendar/ottawa/citycouncil/occ/2010/05-12/csedc/08-ACS2010-COS-ITS-0005-Open%20data%20(2)).
- . 2015. "Equity & Inclusion Lens Handbook." City of Ottawa.
https://documents.ottawa.ca/sites/documents/files/ei_lens_hb_en.pdf.
- . 2022a. "The City of Ottawa's Anti-Racism Strategy 2023-2028." City of Ottawa. <https://documents.ottawa.ca/sites/documents/files/coo-ar-report-en.pdf>.
- . 2022b. "Access to Information and Protection of Privacy." August 31, 2022. <https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/access-information-and-protection-privacy>.
- . 2023a. "DOCUMENT-1 PROPOSED 2023-2026 TERM OF COUNCIL PRIORITIES." City of Ottawa. <https://pub-ottawa.escribemeetings.com/filestream.ashx?DocumentId=135227>.
- . 2023b. "INTERNAL DOCUMENT - Guidelines for Collecting Demographic Information - Final Version 2023." City of Ottawa. [INTERNAL DOCUMENT](#).
- . 2023c. "Public Disclosure." January 19, 2023.
<https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/public-disclosure>.
- . 2023d. "Access to Information." January 24, 2023.
<https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/access-information-and-protection-privacy/access-information>.
- . 2023e. "Accountability Framework." February 1, 2023.
<https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/accountability-framework>.
- . 2023f. "Accountability Framework." February 1, 2023.
<https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/accountability-framework>.
- . 2023g. "Open Data." February 9, 2023. <https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/open-data>.
- . 2023h. "Lobbyist Registry." February 28, 2023.
<https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/lobbyist-registry>.
- . 2023i. "Open, Transparent and Accountable Government." April 13, 2023.
<https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government>.

—. 2023j. “Codes of Conduct and Related Policies.” July 19, 2023.
<https://ottawa.ca/en/city-hall/open-transparent-and-accountable-government/integrity-commissioner/codes-conduct-and-related-policies>.

—. 2023k. “Administrative Policies.” August 8, 2023.
<https://ottawa.ca/en/city-hall/city-manager-administration-and-policies/policies-and-administrative-structure/administrative-policies>.

City of Ottawa and Aboriginal Working Group Committee. 2018. “Reconciliation Action Plan.” City of Ottawa.

https://documents.ottawa.ca/sites/documents/files/rec_actionplan_en.pdf.

City of Ottawa and Emergency and Protective Services Department. 2021. “Ottawa’s Community Safety and Well-Being Plan 2021-2031.” City of Ottawa.

Government of Ontario

Students meet the Government of Ontario Week 3. Ontario’s LRC AI Lab is exploring AI use in policy work. A current area of interest is developing recommendations for use & documentation of AI tools to support accountable, evidence-based, people-focused government practices including in the policy lifecycle (development, analysis, updates, programs, etc.).

The LRC AI Lab builds capacity to leverage data and emerging technology by creating opportunities and spaces for collaborative learning and experimentation. This small team within the CIO’s office of the Land & Resources I+IT Cluster (LRC) builds proof of concept tools and environments to grow familiarity with the skills and uses of tech like Artificial Intelligence (AI) and Machine Learning (ML) within the context of the natural resource related sectors of government. What might be some best practices from around the world?

Government of Ontario Resources:

IPC Ontario. n.d. “Open Government.” IPC. Accessed August 22, 2023a.

<https://www.ipc.on.ca/access-individuals/open-government/>.

—. n.d. “Open-Contracting” IPC. Accessed August 22, 2023b.

<https://www.ipc.on.ca/wp-content/uploads/Resources/open-contracting.pdf>.

Law Commission of Ontario. 2021. “Legal Issues and Government AI

Development.” <https://www.lco-cdo.org/wp-content/uploads/2021/03/LCO-Govt-AI-Workshop-Report-%E2%80%94-March-2021.pdf>.

Office of the Auditor General of Ontario and Government of Ontario. 2022.

“Value-for-Money Audit: Office of the Corporate Chief Information Officer.”

https://www.auditor.on.ca/en/content/annualreports/arreports/en22/AR_OCCI0_en22.pdf

OGP, Ontario. n.d. "Ontario, Canada." Accessed August 22, 2023.

<https://www.opengovpartnership.org/members/ontario-canada/>.

Government of Ontario. 2021a. "Consultation: Ontario's Trustworthy Artificial Intelligence (AI) Framework | Ontario.Ca."

<http://www.ontario.ca/page/ontarios-trustworthy-artificial-intelligence-ai-framework-consultations>.

—. 2021b. "Building a Digital Ontario."

<https://www.ontario.ca/page/building-digital-ontario>.

—. n.d. "Artificial Intelligence (AI) Transparency Guidelines and Principles | Ontario.Ca." Accessed August 22, 2023a.

<http://www.ontario.ca/page/artificial-intelligence-ai-transparency-guidelines-and-principles>.

—. n.d. "Government Data | Ontario.Ca." Accessed August 22, 2023b.

<http://www.ontario.ca/page/government-data>.

—. n.d. "Information Technology Standards | Ontario.Ca." Accessed August 28, 2023c. <http://www.ontario.ca/page/information-technology-standards>.

—. n.d. "Land Information Ontario | Ontario.Ca." Accessed August 22, 2023d. <http://www.ontario.ca/page/land-information-ontario>.

—. n.d. "Ontario Digital Service | Ontario.Ca." Accessed August 22, 2023e.

<http://www.ontario.ca/page/ontario-digital-service>.

—. n.d. "Ontario GeoHub." Accessed August 22, 2023f.

<https://geohub.lio.gov.on.ca/search?collection=Document>.

—. n.d. "Ontario's Digital and Data Directive, 2021 | Ontario.Ca." Accessed August 22, 2023g. <http://www.ontario.ca/page/ontarios-digital-and-data-directive-2021>.

—. n.d. "Service Design Playbook | Ontario.Ca." Accessed August 22, 2023h.

<http://www.ontario.ca/page/service-design-playbook>.

Government of Ontario Digital and Data Standards and Ontario Digital Services. 2022. "Open Data Dictionary."

<https://gccollab.ca/file/download/13455656>.

Government of Ontario and Anti-Racism Directorate. n.d. "Anti-Racism Directorate | Ontario.Ca." Accessed September 11, 2023.

<http://www.ontario.ca/page/anti-racism-directorate>.

Federal Government of Canada

The Federal Government of Canada, Treasury Board Secretariat Team for Open Government will be joining Week 2. They are members of the Open Government Partnership (OGP) and have just been evaluated by the OECD. Some of the challenges they have are about ensuring that people use their data and are actively engaged in the Open Government and Open Data Process.

Federal Government of Canada Resources:

- OPC, Office of the Privy Council. 2018. "Report to the Clerk of the Privy Council: A Data Strategy Roadmap for the Federal Public Service."
<https://www.canada.ca/en/privy-council/corporate/clerk/publications/data-strategy.html>.
- Office of the Information Commissioner of Canada and Government of Canada. n.d. "Home | The Office of the Information Commissioner of Canada." Accessed August 22, 2023. <https://www.oic-ci.gc.ca/en>.
- Office of the Prime Minister. 2015. "Open and Accountable Government."
<http://www.pm.gc.ca/en/news/backgrounders/2015/11/27/open-and-accountable-government>.
- Office of the Public Sector Integrity Commissioner and Government of Canada. n.d. "Office of the Public Sector Integrity Commissioner." Accessed August 22, 2023. <https://psic-isp.gc.ca/en>.
- Organisation for Economic Co-operation and Development. 2023. *Open Government Scan of Canada Designing and Implementing an Open Government Strategy*. OECD Public Governance Reviews. Paris: OECD Publishing.
<https://doi.org/10.1787/1290a7ef-en>.
- Open Government Partnership (OGP). 2022. "Canada." Open Government Partnership. September 26, 2022.
<https://www.opengovpartnership.org/members/canada/>.
- Organisation for Economic Co-operation and Development. 2023. *Open Government Scan of Canada Designing and Implementing an Open Government Strategy*. OECD Public Governance Reviews. Paris: OECD Publishing.
<https://doi.org/10.1787/1290a7ef-en>.
- SCC, Standards Council of Canada. 2020. "Canadian Data Governance Standardization Roadmap."
[https://www.scc.ca/en/system/files/publications/SCC Data Gov Roadmap EN.pdf](https://www.scc.ca/en/system/files/publications/SCC%20Data%20Gov%20Roadmap%20EN.pdf).
- Government of Canada. 2013. "Open Government Analytics." June 18, 2013.
<http://open.canada.ca/en/content/open-government-analytics>.
- . 2014. "Directive on Open Government." <https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=28108>.

- . 2018a. “Government of Canada Digital Standards.” September 18, 2018.
<https://www.canada.ca/en/government/system/digital-government/government-canada-digital-standards.html>.
- . 2018b. “Government of Canada Digital Standards.”
<https://www.canada.ca/en/government/system/digital-government/government-canada-digital-standards.html>.
- . 2018c. “Responsible Use of Artificial Intelligence (AI).” November 22, 2018. <https://www.canada.ca/en/government/system/digital-government/digital-government-innovations/responsible-use-ai.html>.
- . 2019. “Policy on Service and Digital.” <https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32603>.
- . 2020a. “Strategic Plans, Policies, Standards and Guidelines Related to Government Digital Services.” October 27, 2020.
<https://www.canada.ca/en/government/system/digital-government/policies-standards.html>.
- . 2020b. “Guideline on Service and Digital.”
<https://www.canada.ca/en/government/system/digital-government/guideline-service-digital.html>.
- . 2020c. “Government in a Digital Age.”
<https://www.canada.ca/en/government/system/digital-government.html>.
- . 2021a. “Digital Government Strategy.”
<https://www.canada.ca/en/government/system/digital-government/digital-government-strategy.html>.
- . 2021b. “Government of Canada Digital Standards: Playbook.”
https://publications.gc.ca/collections/collection_2021/sct-tbs/BT48-32-2021-eng.pdf.
- . 2021c. “Where Are We Now? An Introduction.”
<https://www.canada.ca/en/government/system/digital-government/digital-government-strategy/where-are-we-now.html>.
- . 2022a. “DATA COMPETENCYFRAMEWORK.” Government of Canada.
<https://www.csps-efpc.gc.ca/tools/jobaids/pdfs/data-competency-framework-eng.pdf>.
- . 2022b. “Canada’s Digital Ambition 2022.”
<https://www.canada.ca/en/government/system/digital-government/government-canada-digital-operations-strategic-plans/canada-digital-ambition.html>.
- . 2023. “The Digital Privacy Playbook.”
<https://www.canada.ca/en/government/system/digital-government/digital-privacy-playbook.html>.

- . n.d. “Digital Government Learning List - Canadian Digital Service.” Accessed August 28, 2023a. <https://digital.canada.ca/guides/digital-learning-list/>.
 - . n.d. “Open Contracting.” Accessed August 22, 2023b. http://open.canada.ca/en/open_contracting.
 - . n.d. “Open Government.” Accessed August 21, 2023c. <http://open.canada.ca/en>.
 - . n.d. “Open Government Across Canada.” Accessed August 22, 2023d. <http://open.canada.ca/en/maps/open-data-canada>.
 - . n.d. “Open Government Portal.” Accessed August 22, 2023e. <https://search.open.canada.ca/opendata/>.
 - . n.d. “The Open Government Guidebook - Open Government Portal.” Accessed August 28, 2023f. <https://open.canada.ca/data/en/info/cf9ba695-59dc-4cc0-8a52-94ff6d9db665>.
 - . n.d. “The Open Government Learning Hub.” Accessed August 21, 2023g. <http://open.canada.ca/en/learning-hub>.
- Government of Canada, Financial Transactions and Reports Analysis Centre of Canada. 2017. “Beneficial Ownership Requirements | FINTRAC – Canada.Ca.” June 29, 2017. <https://fintrac-canafe.canada.ca/guidance-directives/client-clientele/bor-eng>.
- Government of Canada, Innovation. 2020. “Roadmap for Open Science.” February 25, 2020. <https://science.gc.ca/site/science/en/office-chief-science-advisor/open-science/roadmap-open-science>.
- Government of Canada, Office of the Auditor General of Canada. 2021. “Report 1–Procuring Complex Information Technology Solutions.” February 25, 2021. https://www.oag-bvg.gc.ca/internet/English/parl_oag_202102_01_e_43747.html.
- Government of Canada and Office of the Information Commissioner of Canada. n.d. “Home | The Office of the Information Commissioner of Canada.” Accessed August 22, 2023. <https://www.oic-ci.gc.ca/en>.
- Government of Canada and Office of the Prime Minister. 2015. “Open and Accountable Government.” <http://www.pm.gc.ca/en/news/backgrounders/2015/11/27/open-and-accountable-government>.
- Government of Canada and Office of the Privy Council. 2018. “Report to the Clerk of the Privy Council: A Data Strategy Roadmap for the Federal Public Service.” <https://www.canada.ca/en/privy-council/corporate/clerk/publications/data-strategy.html>.

Government of Canada and Office of the Public Sector Integrity Commissioner. n.d. "Office of the Public Sector Integrity Commissioner." Accessed August 22, 2023. <https://psic-isp.gc.ca/en>.

Government of Canada and Prime Minister of Canada. 2021. "President of the Treasury Board Mandate Letter." <http://www.pm.gc.ca/en/mandate-letters/2021/12/16/president-treasury-board-mandate-letter>.

Government of Canada, Public Services and Procurement Canada. 2015. "Open Contracting Data Standard Pilot." May 26, 2015. <https://buyandsell.gc.ca/procurement-data/open-contracting-data-standard-pilot>.

Government of Canada and Statistics Canada. n.d. "Standards, Data Sources and Methods." Accessed August 28, 2023. <https://www.statcan.gc.ca/en/concepts/index-v1>.

Other Government/s

ASDI. n.d. "Arctic SDI | Arctic SDI." Accessed August 23, 2023. <https://arctic-sdi.org/>.

BC's Office of the Human Rights Commissioner (BCOHRC). n.d. "Disaggregated Data Collection in B.C.: The Grandmother Perspective." Accessed August 28, 2023. <https://bchumanrights.ca/publications/datacollection/>.

City of Seattle. 2016. "OPEN DATA PLAYBOOK." [https://www.seattle.gov/documents/Departments/SeattleGovPortals/CityServices/OpenDataPlaybook Published 2016.08.pdf](https://www.seattle.gov/documents/Departments/SeattleGovPortals/CityServices/OpenDataPlaybook%20Published%202016.08.pdf).

City of Toronto, 2021. "Digital Infrastructure Strategic Framework." City of Toronto. City of Toronto. Toronto, Ontario, Canada. April 15, 2021. <https://www.toronto.ca/city-government/accountability-operations-customer-service/long-term-vision-plans-and-strategies/smart-cityto/digital-infrastructure-strategic-framework/>.

City of Toronto, 2021. "Digital Infrastructure Strategic Framework." City of Toronto. City of Toronto. Toronto, Ontario, Canada. April 15, 2021. <https://www.toronto.ca/city-government/accountability-operations-customer-service/long-term-vision-plans-and-strategies/smart-cityto/digital-infrastructure-strategic-framework/>.

CSPC, Canada School of Public Service. n.d. "An Overview of DND's Data Literacy - DND." Accessed August 28, 2023a. <https://busrides-trajetsenbus.csps-efpc.gc.ca/en/ep-66-en>.

—. n.d. "Answering Policy Questions with Machine Learning: An Introduction - Transport Canada." Accessed August 28, 2023b. <https://busrides-trajetsenbus.csps-efpc.gc.ca/en/ep-62-en>.

- . n.d. “Data Partnerships: Unleashing the Value of IRCC Data to Inform Public Policy.” Accessed August 28, 2023c. <https://busrides-trajetsenbus.csps-efpc.gc.ca/en/ep-69-en>.
- . n.d. “Federal Geospatial Platform - NRCAN.” Accessed August 28, 2023d. <https://busrides-trajetsenbus.csps-efpc.gc.ca/en/ep-68-en>.
- . n.d. “HPS Tableau Dashboard - ESDC.” Accessed August 28, 2023e. <https://busrides-trajetsenbus.csps-efpc.gc.ca/en/ep-58-en>.
- . n.d. “Machine Learning at Employment and Social Development Canada.” Accessed August 28, 2023f. <https://busrides-trajetsenbus.csps-efpc.gc.ca/en/ep-56-en>.
- . n.d. “Office of the Chief Information Officer Service Dashboard - TBS.” Accessed August 28, 2023g. <https://busrides-trajetsenbus.csps-efpc.gc.ca/en/ep-65-en>.

Government of Canada and Financial Transactions and Reports Analysis Centre of Canada. 2017. “Beneficial Ownership Requirements | FINTRAC - Canada.Ca.” June 29, 2017. <https://fintrac-canafe.canada.ca/guidance-directives/client-clientele/bor-eng>.

Transparency & Accountability Initiative. n.d. “Transparency & Accountability Initiative.” Accessed August 21, 2023. <https://www.transparency-initiative.org/>.

US Government and Digital Government. 2020. “U.S. Public Participation Playbook.” <https://digital.gov/guides/public-participation/>.

US Government and Federal Data Strategy. 2020a. “Data Ethics Framework.” 2020. <https://resources.data.gov/assets/documents/fds-data-ethics-framework.pdf>.

— . 2020b. “Data Governance Playbook.” <https://resources.data.gov/assets/documents/fds-data-governance-playbook.pdf>.

NGOs/Transnational Organizations/Associations

Canadians for Tax Fairness. n.d. “Canadians for Tax Fairness | Canadians for Tax Fairness.” Accessed August 22, 2023. <https://www.taxfairness.ca/en>.

CIO Council. 2020. “IT Spending Transparency Maturity Model.” <https://www.cio.gov/assets/files/IT-Spending-Transparency-Maturity-Model-Whitepaper.pdf>.

Digital Governance Council. 2019. “CAN/CIOSC 101:2019: Ethical Design and Use of Automated Decision Systems.” <https://dgc-cgn.org/standards/find-a-standard/standards-in-automated-decision-systems-ai/cisoc101/>.

IPC Ontario. 2015. “Open Contracting: Proactive Disclosure Of Procurement Records.” IPC. <https://www.ipc.on.ca/wp-content/uploads/Resources/open-contracting.pdf>.

- IPC Ontario. n.d. “Open Government.” IPC. Accessed August 22, 2023. <https://www.ipc.on.ca/access-individuals/open-government/>.
- ODI. 2015. “Maturity Model Guide: Assessing Your Open Data Publishing and Use.” <https://www.theodi.org/wp-content/uploads/2020/08/260481608-ODI-Maturity-Model-Guide-Assessing-your-open-data-publishing-and-use.pdf>.
- . n.d. “Could ‘Bottom-up Data Trusts’ Help to Tackle the Climate Crisis?” Accessed August 21, 2023a. <https://www.theodi.org/article/could-bottom-up-data-trusts-help-to-tackle-the-climate-crisis/>.
- . n.d. “Data Decade: Data and Public Policy.” Accessed August 21, 2023b. <https://www.theodi.org/article/data-decade-data-and-public-policy/>.
- . n.d. *Data Governance Webinars*. Accessed August 28, 2023c. <https://www.theodi.org/events/webinars/>.
- . n.d. “Designing a Framework for Responsible Data Stewardship.” Accessed August 21, 2023d. <https://www.theodi.org/article/framework-for-responsible-data-stewardship/>.
- . n.d. “Introducing the Smart Data Innovation Guidebook.” Accessed August 21, 2023e. <https://www.theodi.org/article/introducing-the-smart-data-innovation-guidebook/>.
- . n.d. “Mapping Data Ecosystems: Methodology.” Accessed August 21, 2023f. <https://www.theodi.org/article/mapping-data-ecosystems/>.
- . n.d. “Supporting New Data Publishers to Take a User-Centric Approach to Data Publishing.” Accessed August 21, 2023g. <https://www.theodi.org/project/supporting-new-data-publishers-to-take-a-user-centric-approach-to-data-publishing/>.
- . n.d. “The Data Institutions Register.” Accessed August 21, 2023h. <https://www.theodi.org/article/the-data-institutions-register/>.
- . n.d. “The Softer Side of Data Governance: A Playbook for Non-Technical Users.” Accessed August 21, 2023i. <https://www.theodi.org/article/the-softer-side-of-data-governance-a-playbook-for-non-technical-users/>.
- OECD. n.d. “Assessing National Digital Strategies and Their Governance | En | OECD.” Accessed August 21, 2023a. <https://www.oecd.org/digital/assessing-national-digital-strategies-and-their-governance-baffceca-en.htm>.
- . n.d. “Evaluation of the Open Government Program.” Accessed August 21, 2023b. https://publications.gc.ca/collections/collection_2021/sct-tbs/BT66-75-2021-eng.pdf.
- OGP. 2020. “Taking the OGP Co-Creation Process Online.” Open Government Partnership. June 4, 2020.

<https://www.opengovpartnership.org/documents/taking-the-ogp-co-creation-process-online/>.

- . 2023. “State of the Evidence: Algorithmic Transparency.” Open Government Partnership. May 24, 2023.
<https://www.opengovpartnership.org/documents/state-of-the-evidence-algorithmic-transparency/>.
- . n.d. “Broken Links Data Explorer.” Open Government Partnership. Accessed August 21, 2023a. <https://www.opengovpartnership.org/broken-links/data-explorer/>.
- . n.d. “Broken Links: Open Data to Advance Accountability and Combat Corruption.” Open Government Partnership. Accessed August 21, 2023b. <https://www.opengovpartnership.org/broken-links/>.
- . n.d. “<https://www.opengovpartnership.org/members/ontario-canada/commitments/CAON0001/>.” OGP. Accessed August 28, 2023c. <https://www.opengovpartnership.org/members/ontario-canada/commitments/CAON0001/>.
- . n.d. “Open Government Partnership | Committed to Making Governments More Open, Accountable, and Responsive to Citizens.” Accessed August 28, 2023d. <https://www.opengovpartnership.org/>.
- OGP, Ontario. n.d. “Ontario, Canada.” Accessed August 22, 2023. <https://www.opengovpartnership.org/members/ontario-canada/>.
- Open Contracting Partnership. n.d. “Open Contracting Partnership.” Open Contracting Partnership. Accessed August 22, 2023. <https://www.open-contracting.org/>.
- Publish What You Pay. 2021. “Publish What You Pay – Canada.” Publish What You Pay – Canada. April 28, 2021. <https://www.pwyp.ca>.
- SCC, Standards Council of Canada. 2020. “Canadian Data Governance Standardization Roadmap.”
[https://www.scc.ca/en/system/files/publications/SCC Data Gov Roadmap EN.pdf](https://www.scc.ca/en/system/files/publications/SCC%20Data%20Gov%20Roadmap%20EN.pdf).
- Transparency & Accountability Initiative. n.d. “Transparency & Accountability Initiative.” Accessed August 21, 2023. <https://www.transparency-initiative.org/>.
- Transparency International Canada. 2023. “Transparency International Canada.” Transparency International Canada. August 16, 2023. <https://transparencycanada.ca>.
- Transparency & Accountability Initiative. n.d. “Transparency & Accountability Initiative.” Accessed August 21, 2023. <https://www.transparency-initiative.org/>.

Transparency International Canada. 2023. "Transparency International Canada." Transparency International Canada. August 16, 2023.
<https://transparencycanada.ca>.

Ville de Montréal, n.d. "Digital Data Charter in the Service of the Community." Accessed August 21, 2023.
<https://montreal.ca/en/articles/digital-data-charter-service-community-26084>.

Data Governance Resources

Bookstore, MC Press. n.d. *The Chief Data Officer Handbook for Data Governance*. Accessed August 22, 2023. <https://mc-store.com/products/the-chief-data-officer-handbook-for-data-governance>.

Edvinsson, Hakan. 2020. *Data Diplomacy: Keeping the Peace and Avoiding Data Governance Bureaucracy*. Basking Ridge, NJ: Technics Publications.
<https://technicspub.com/diplomacy/>.

Eryurek, Evren. 2021. *Data Governance: The Definitive Guide*. 1st edition. O'Reilly Media, Inc.

Ladley, John. 2019. *Data Governance: How to Design, Deploy, and Sustain an Effective Data Governance Program*. Second edition., 2nd ed. San Diego, CA, USA: Elsevier Science.

ODI. n.d. *Data Governance Webinars*. Accessed August 28, 2023a.
<https://www.theodi.org/events/webinars/>.

—. n.d. "The Softer Side of Data Governance: A Playbook for Non-Technical Users." Accessed August 21, 2023b. <https://www.theodi.org/article/the-softer-side-of-data-governance-a-playbook-for-non-technical-users/>.

OECD. n.d. "Assessing National Digital Strategies and Their Governance | En | OECD." Accessed August 21, 2023.
<https://www.oecd.org/digital/assessing-national-digital-strategies-and-their-governance-baffceca-en.htm>.

Pera, Krishna. 2023. "Building a Data Strategy." In *Big Data for Big Decisions*. Auerbach Publications.

Pera, Krishna. 2023. "Integrated Data Governance." In *Big Data for Big Decisions*. Auerbach Publications.

Plotkin, David. 2021. "Chapter 1: Data Stewardship and Data Governance: How They Fit Together." In *Data Stewardship - 2nd Edition*, 2nd ed., 1-23. Academic Press. <https://shop.elsevier.com/books/data-stewardship/plotkin/978-0-12-822132-7>.

SCC, Standards Council of Canada. 2020. "Canadian Data Governance Standardization Roadmap."

<https://www.scc.ca/en/system/files/publications/SCC Data Gov Roadmap EN.pdf>.

Treder, Martin. 2020. "Data Governance." In *The Chief Data Officer Management Handbook: Set Up and Run an Organization's Data Supply Chain*, edited by Martin Treder, 79-91. Berkeley, CA: Apress.
https://doi.org/10.1007/978-1-4842-6115-6_6.

US Government and Federal Data Strategy. 2020. "Data Governance Playbook."
<https://resources.data.gov/assets/documents/fds-data-governance-playbook.pdf>.

Land Acknowledgment:

Carleton University acknowledges the location of its campus on the traditional, unceded territories of the Algonquin nation.

Diversity Statement:

Carleton University supports an inclusive learning environment where diverse communities and perspectives are recognized and respected. Our goal as a community is to always ensure a safe learning environment that welcomes open and honest dialogue. We do not allow any form of discrimination, including but not limited to those based on color, age, race, religion, disability, gender, gender identity, gender expression and sexual orientation. Faculty and students are expected to commit to creating a learning environment that encourages inquiry and self-expression, while also demonstrating diligence in respecting how other students may have different viewpoints than their own.

Submission and Return of Term Work:

Do not be late!

Approval of final grades:

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean. The system of grades used, with corresponding grade points is as follows.

Percentage	Letter grade	12-point scale	Percentage	Letter grade	12-point scale
90-100	A+	12	67-69	C+	6
85-89	A	11	63-66	C	5
80-84	A-	10	60-62	C-	4
77-79	B+	9	57-59	D+	3
73-76	B	8	53-56	D	2
70-72	B-	7	50-52	D-	1

Statement on Student Conduct (Class Etiquette/Netiquette):

As part of a learning community, it is our responsibility to contribute to an engaging, inclusive, and safe learning environment. During all class-related activities, please engage in respectful and courteous communication and follow Carleton's [Student Rights and Responsibilities Policy](#). Harassment of any kind will **not** be tolerated in this class.

Do not cut and paste, screenshot, share course content, or post the words of your classmates, TA, or Instructor outside of class without permission. **Students are not permitted to take photographs, screenshots, or record other students, TAs, or instructors unless they obtain explicit permission from the professor and all other students.**

All work submitted in this course must be uniquely your own. When submitting assignments and/or completing exams, you are expected to articulate responses in your own words rather than cutting and pasting from course materials without permission.

Communication and Media Studies does not allow students to turn in work that has been submitted for academic credit more than once without permission from their instructors. Examples of unauthorized resubmission of work might include but are not limited to submission of the same paper, written passages, arguments, or ideas submitted for academic credit to another class. Minor changes of phrasing or addition of new written passages to existing work is not enough to constitute new work. Please contact your instructor if there is any question about whether your submission of coursework constitutes a violation of the policy. If an assignment has been submitted more than once, it will not receive credit.

Course Copyright:

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copyright protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

Declining Online Imaging and Recording Statement:

This course may include classes or sessions that use video conferencing platforms, such as Zoom, MS Teams and BigBlueButton. This raises some

important privacy considerations. To foster an active learning environment where you and your classmates are fully engaged in-class, your instructor may prefer that you keep your camera on during class. However, you are not required to turn your camera on and may decide to turn it on or off at any time. Classes or sessions will not be recorded by the instructor.

Statement on Plagiarism:

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources using proper citations when using another’s work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of “F” for the course.

Academic Accommodation:

You may need special arrangements to meet your academic obligations during the term. Please visit the [process for academic accommodation requests](#) website for more information. For an accommodation request the processes are as follows:

Informal accommodation due to short-term incapacitation: If you need informal accommodation due to short-term incapacitation, please write me as soon as possible. You may be requested wish to provide a filled in Self-Declaration for Academic Considerations form (<https://carleton.ca/registrar/wp-content/uploads/self-declaration.pdf>).

Pregnancy obligation: write to me 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 accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

Religious obligation: write to me 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 [click here](#).

Academic Accommodations for Students with Disabilities: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, please request your accommodations for this course through the [Ventus Student Portal](#) at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). Requests made within two weeks will be reviewed on a case-by-case basis. For final exams, the deadlines to request accommodations are published in the [University Academic Calendars](#). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodation for the formally scheduled exam (if applicable).

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 where 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/equity/sexual-assault-support-services>

Accommodation 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 will be provided for students who compete or perform at the national or international level. Write to me 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.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

Statement on Student Mental Health:

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you.

Student Supports and Resources:

- **Carleton Wellness Services Navigator:**
<https://carleton.ca/wellness/>
- **Emergency Resources (on and off campus):**
<https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>
- **Carleton Health and Counselling Services**
 - 613-520-6674
- **The Centre for Student Academic Support (CSAS)**
 - 613-520-3822
- **Academic Advising Centre (AAC):** <https://carleton.ca/academicadvising/>
- **International Students Support Office (ISSO)**
 - 613-520-6600
- **Centre for Indigenous Initiatives**
 - Indigenous@carleton.ca
- **Ojigkwanong Indigenous Student Centre**
 - Indigenous@carleton.ca
- **Equity and Inclusive Communities (EIC)**
 - 613-520-2600 X5622
- **Trans Resource Hub**
 - 613-520-2600 X5622
- **Accessibility Supports**
 - 613-520-2600 X7323
- **Campus Safety**
 - Emergency: 613-520-4444
- **Paul Menton Centre for Students with Disabilities**
 - 613-520-6608
- **Sexual Assault Support Centre**
 - 613-520-5622 & carleton.ca/equity
- **CUSA Gender and Sexuality Resource Centre**
 - 613-560-2600 X3723
- **CUSA Womyn's Centre**
 - 613-560-2600 X2712

- CUSA Foot Patrol
 - 613-520-4066
- Carleton Communications Student Society
 - @cucomssociety
 - carletoncuss@gmail.com