Welcome to 485! Due to the many things that are this year, this syllabus is subject to change.

Instruction team.

Professor Abigail Jacobs (azjacobs@umich.edu; she/her/hers)
Agrima Seth (agrima@umich.edu; she/her/hers)

Communication:
Slack, or, if using email, please put [SI485] in the subject line
If related to team projects, please include or cc your assigned GSI.

Scheduled class meeting times.
Please block off Mondays, 8:30am - 11:20am on your calendar.
This time will be used for a mix of synchronous class activities (team report-outs and project presentations), synchronous team activities (check-ins with instructors), with time available for team collaboration and client meetings.

Office hours:
Professor Jacobs: **Fridays 1-2pm ET** or by appointment [Zoom link inside calendar invite: [calendar link]]
Agrima Seth: Mondays 12-1:30pm ET or by appointment [calendar link]

Core outputs and expectations.
**tl;dr:** written progress reports due biweekly; “in person” (via Zoom) updates to instructor/peers biweekly; midterm and final reports; and final client outputs (MVP and associated report).
Grades may be weighted by midterm peer evaluations, final peer evaluations, and final client evaluations.
This semester is online-only. All meetings will be via Zoom, and additional check-ins will be conducted through Tandem. All materials will be available through Canvas.

Calendar overview

Dates are subject to change. Please see Canvas for the most recent assignments.

Note: Group 1 and Group 2 will not correspond to IA-A and IA-B, to support better mixing across teams. These groups will be announced at the start of the semester.

<table>
<thead>
<tr>
<th>Week starting</th>
<th>In-class</th>
<th>Assignments due</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18</td>
<td>No class - MLK Symposium</td>
<td>Explore Canvas and begin Progress Report 0</td>
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<tr>
<td>January 25</td>
<td>Intro, intro to report-outs, progress reports, and check-ins</td>
<td>Beginning of term Tandem assignment (due Thursday Jan 28 11:59pm) and Progress Report 0 due by Thursday at 11:59pm ET</td>
</tr>
<tr>
<td>February 1</td>
<td>Report-outs and check-ins, group 1</td>
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<tr>
<td></td>
<td>Optional support activities TBA</td>
<td></td>
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<tr>
<td>February 8</td>
<td>Report-outs and check-ins, group 2</td>
<td>Progress Report 1 due by Thursday at 11:59pm ET</td>
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<tr>
<td></td>
<td>Optional support activities TBA</td>
<td></td>
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<tr>
<td>February 15</td>
<td>Report-outs and check-ins, group 1</td>
<td></td>
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<tr>
<td></td>
<td>Optional support activities TBA</td>
<td></td>
</tr>
<tr>
<td>February 22</td>
<td>Report-outs and check-ins, group 2</td>
<td>Progress Report 2 due by Thursday at 11:59pm ET</td>
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<tr>
<td></td>
<td>Optional support activities TBA</td>
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<tr>
<td>March 1</td>
<td>Report-outs and check-ins, group 1</td>
<td></td>
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<tr>
<td></td>
<td>Optional support activities TBA</td>
<td></td>
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<tr>
<td>March 8</td>
<td>Midterm presentations, group 2</td>
<td>Midterm report due by Thursday at 11:59pm ET</td>
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<tr>
<td>Date</td>
<td>Assignment Details</td>
<td>Due Date(s)</td>
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<tr>
<td>March 15</td>
<td><strong>Midterm presentations, group 1</strong></td>
<td><em>Midterm presentations, group 1</em> due by Thursday at 11:59pm ET</td>
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<tr>
<td>March 22</td>
<td><strong>Report-outs and check-ins, group 2</strong></td>
<td><em>Progress Report 3</em> due by Thursday at 11:59pm ET</td>
</tr>
<tr>
<td>March 29</td>
<td><strong>Report-outs and check-ins, group 1</strong></td>
<td>Open office hours</td>
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<tr>
<td>April 5</td>
<td><strong>Report-outs and check-ins, group 2</strong></td>
<td>Open office hours</td>
</tr>
<tr>
<td>April 12</td>
<td>Pre-final and pre-expo presentations and peer feedback</td>
<td><em>Expo presentation</em> due by April 13, 11:59pm</td>
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</tbody>
</table>
| April 19   | Last day, remaining presentations                                                  | *Final deliverable and final deliverable report* due by April 19, 11:59pm ET

  *Final client report should be submitted on Canvas AND directly to client*

| April 26   | --                                                                                 | *Final class report and end of term survey/ final peer evaluation* due by April 26, 11:59pm ET |

*All due dates subject to change. Please see Canvas for the latest version.*

**Overview of assignments**

Details subject to change. Please always see Canvas for the latest version.

<table>
<thead>
<tr>
<th>Assignment types</th>
<th>Percent of total grade</th>
<th>Breakdown</th>
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<tbody>
<tr>
<td>4 progress reports + 1 midterm report</td>
<td>30</td>
<td>6 pts each</td>
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<tr>
<td>4 report-outs</td>
<td>12</td>
<td>3 pts each</td>
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<tr>
<td>Midterm presentations</td>
<td>4</td>
<td>4 pts each</td>
</tr>
<tr>
<td>Assignment</td>
<td>Weight</td>
<td></td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Expo and final presentation</td>
<td>8pt</td>
<td></td>
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<tr>
<td>Tandem check-ins, reflections &amp; lessons</td>
<td>5pt</td>
<td></td>
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<tr>
<td>Final deliverable and final deliverable report (due to client and to Canvas)</td>
<td>36pt</td>
<td></td>
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<tr>
<td>Final class report</td>
<td>5pt</td>
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</tr>
</tbody>
</table>

Grades may be weighted by attendance/asynchronous participation, midterm peer evaluations, final peer evaluations, and final client evaluations.

Late policy (subject to change): 15% for each 24 hour period late (6 hour grace period. Then 15% off for 6-24 hours, 30% for 24-48 hours after deadline, etc.) unless otherwise discussed in advance with instructors.

**Biweekly progress reports.**

*Timing:* First report is due during the second week of class, biweekly thereafter, except for weeks major reports are due.

*Goal:* Communicate openly with your team about short term goals and progress. Update professor and GSIs about your progress. Extensions should only be granted due to difficult external circumstances, *not* due to a lack of progress by team or client: an honest accounting of progress on goals is most useful to instructors and team members.

*Content:* Brief project overview and overview of deliverables, progress and goal evaluation of prior report’s SMART (specific, measurable, actionable, realistic, and timely) goals, new SMART goals for the next two weeks.

*Evaluation:* Are goals clearly stated and SMART (specific, measurable, actionable, realistic, and timely)? Is progress towards (or challenges to) past SMART goals clearly communicated? Evaluation is not based on achieving specific goals, but based on clearly communicating and evaluating progress. Every team member should have SMART goals specific to themselves. [N.B. “Clean the data” is not a SMART goal.]

*Details subject to change. Please always see Canvas for the latest version.*

**Biweekly report-outs.**

*Timing:* Teams will meet with peers/instructors on alternating weeks.

*Goal:* Communicate about progress and hurdles: practice articulating goals, challenges, problems, and the value of their work to a wider audience.
Content: A short talk or presentation (~3 minutes), some Q&A following

Evaluation: Are progress and goals clearly communicated to instructors and peers? Did the team meet with an instructor following their report-out?

Details subject to change. Please always see Canvas for the latest version.

Midterm report and midterm client report.

Timing: ~40% into the semester, see calendar

Goal: Communicate value of project, project goals and outputs, progress, hurdles, and individual efforts to the overall project.

Content: Overview of project, value of project to client, project approach, and empirical design, including expectations and goals for client deliverables and expectations and goals for final client report (to be delivered to client). This should include creating a clear roadmap to the end of the semester, including clear outputs and expectations for deliverables. The final report will use content from this report. This should include indicators of individual efforts (who was responsible what piece of implementation, how implementation was done).

Evaluation: Are progress and goals clearly communicated to instructors and peers? Is there sufficient detail to understand the goals of the project and the quality of the approach? Is there sufficient detail to understand what needs to be accomplished, and how? Are individual contributions clearly labeled?

Details subject to change. Please always see Canvas for the latest version.

Final deliverable report.

Timing: Report due to client and to instructor via Canvas -- see calendar, presentation to client of final MVP to client.

Goal: Communicate overview of project, deliverables, and value created for client at a high level.

Content: Communicate overview of project, project approach, project deliverables, and key value created for client. This should be short and clear.

Evaluation: Are progress and goals clearly communicated to instructors and peers?

Details subject to change. Please always see Canvas for the latest version.

Final deliverable.
Timing: Due to client -- see calendar

Goal: Share final deliverables with clients.

Content: Deliverables to clients should be clearly determined at the beginning of the semester and revisited throughout the semester in consultation with the client. The MVP is the minimum deliverable; achieving reach goals will result in a stronger client evaluation. This should include any documentation necessary for the client to understand, use, or reproduce the deliverables as necessary.

Evaluation: Final client evaluation, clarity and completeness of all report components

Details subject to change. Please always see Canvas for the latest version.

Final class report.

Timing: See calendar

Goal: Communicate the value of the deliverables, the processes involved in the project and individual responsibilities within.

Content: Building from the midterm report and final MVP report, this will include an overview of the project, the value of project to client, the project approach, the empirical design, and results. This should include indicators of individual efforts (who was responsible what piece of implementation, how implementation was done).

Evaluation: Are progress and goals clearly communicated to instructors and peers?

Details subject to change. Please always see Canvas for the latest version.

External-facing presentation for Winter Expo.

Details TBD.

Details subject to change. Please always see Canvas for the latest version.

Peer evaluations and final peer evaluation.

Throughout the term, there will be peer evaluation tasks to flag challenges in the team and provide feedback to the instructors about the team. These evaluations will not be directly shown to other team members, but gives the instructors an opportunity to intervene or evaluate teamwork, communication, and performance. We will primarily use Tandem.
Final client evaluation.

Client feedback and evaluation of the final product can determine up to 25% of the final grade. Clients complete this evaluation after they receive their deliverables.

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There may be additional assignments geared toward presenting projects to an outside audience (e.g., an ELO Expo) as well as peer feedback assignments and activities. All dates, assignments, etc. are subject to change and will be included in the syllabus.

Learning objectives

Mastery:
- The ability to apply core data analytics and exploratory tools (e.g. data manipulation, statistical methods, visualization) to extract insights from unfamiliar datasets on a real-world problem.
- The ability to clearly and professionally communicate results, issues, and progress with clients and peers.

Competency:
- Eliciting, clarifying, and formalizing client requirements.
- Breaking down a complex problem into manageable subtasks and prioritized milestones.
- Basic project tools and methods: e.g. scheduling and tracking, collaboration tools, evaluation metrics.

Literacy:
- Gain experience balancing time/quality tradeoffs for engineering, testing.

Awareness:
- Recognizing potential project problems early and developing strategies to address them.

Student Mental Health and Wellbeing

The University of Michigan is committed to advancing the mental health and wellbeing of its students, while acknowledging that a variety of issues, such as strained relationships, increased anxiety, alcohol/drug problems, and depression, directly impacts students’ academic performance.

If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and https://caps.umich.edu/ during and after hours, on weekends and holidays. You may also consult University Health Service (UHS) at (732) 764-8320 and https://www.uhs.umich.edu/mentalhealthsvcs, or for alcohol or drug concerns, see www.uhs.umich.edu/aodresources.
Since many students are remote during winter 2021, CAPS COVID-19 Support features SilverCloud, an online, self-guided, interactive mental health resource that provides cognitive behavioral interventions.

For a more comprehensive listing of the broad range of mental health services available on campus, please visit: http://umich.edu/~mhealth/

Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, mental health, alcohol or other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. If the source of your stressors is academic, please contact me so that we can find solutions together. For personal concerns, U-M offers the following resources:

- **Counseling and Psychological Services (CAPS)** - confidential; 734-764-8312; for after-hours urgent support, call and press 0; counseling, workshops, groups and more, a counselor is embedded at SI. You can contact Ashley directly with questions about CAPS services: evearitt@umich.edu
- **Dean of Students Office** - 734-764-7420; provides support services to students and manages critical incidents impacting students and the campus community
- **Ginsberg Center for Community Service Learning** - 734-763-3548; opportunities to engage as learners and leaders to create a better community and world
- **Multi-ethnic Student Affairs (MESA)** - 734-763-9044; diversity and social justice through the lens of race and ethnicity
- **Office of Student Conflict Resolution** - 734-936-6308; offers multiple pathways for resolving conflict
- **Office of the Ombuds** - 734-763-3545; students can raise questions and concerns about the functioning of the university.
- **Services for Students with Disabilities (SSD)** - 734-763-3000; accommodations and access to students with disabilities
- **Sexual Assault Prevention and Awareness Center (SAPAC)** - confidential; 734-764-7771 or 24-hour crisis line 734-936-3333; addresses sexual assault, intimate partner violence, sexual harassment, and stalking
- **Spectrum Center** - 734-763-4186; support services for LGBTQ+ students
Accommodations for Students with Disabilities

If you think you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course, the assignments, the in-class activities, and the way we teach may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, we can work with the Office of Services for Students with Disabilities (SSD) to help us determine appropriate accommodations. SSD (734-763-3000; ssd.umich.edu/) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. I will treat any information that you provide in as confidential a manner as possible.

Academic Integrity

Unless otherwise specified in an assignment all submitted work must be your own, original work. Any excerpts, statements, or phrases from the work of others must be clearly identified as a quotation, and a proper citation provided. Any violation of the School’s policy on Academic and Professional Integrity (stated in the Master’s and Doctoral Student Handbooks) will result in serious penalties, which might range from failing an assignment, to failing a course, to being expelled from the program. Violations of academic and professional integrity will be reported to UMSI Student Affairs. Consequences impacting assignment or course grades are determined by the faculty instructor; additional sanctions may be imposed by the assistant dean for academic and student affairs.

Additional note on plagiarism
You may incorporate selected excerpts, statements or phrases from publications by other authors, but they must be clearly marked as quotations and must be attributed. If you build on the ideas of prior authors, you must cite their work. You may obtain copy editing assistance, and you may discuss your ideas with others, but all substantive writing and ideas must be your own, or be explicitly attributed to another. See the (Doctoral, MSI, BSI) student handbooks available
on the UMSI intranet for the definition of plagiarism, resources to help you avoid it, and the consequences for intentional or unintentional plagiarism.