UF | UNIVERSITY *of* FLORIDA

**Department of Computer & Information
Science & Engineering**

CIS 6935 – Fall 2020
Graduate Seminar in Human-Centered Computing
Online
Wednesdays, 10.00-10.45am

Please add the course code in the subject line of emails sent to the instructor to ensure receipt of your emails,
e.g., "CIS 6935 Graduate Seminar: Email topic"

Syllabus Table of Contents

Instructor Information

- *Co-Instructors:* Sharon Lynn Chu, Ph.D ; Jamie Ruiz, Ph.D
  - *Office:* CSE building
  - *Office Hours:* Email to set up an appointment
  - *Email:* slchu@ufl.edu ; jaime.ruiz@ufl.edu
  - *Personal website:* https://cise.ufl.edu/~slchu/ **;** jaimeruiz.com
  - *Lab website:* http://elxlab.cise.ufl.edu/ ; https://ruizlab.org/
- *Teaching Assistant:* None
  - Office Hours: NA
  - Office: NA
  - *Email: NA*

Course Information

Prerequisites
None

Course Description
Catalog description. Presentations by visiting researchers, faculty members, and graduate students.
Credits: 1.

Who Is This Course For?
This course is directed towards students who are enrolled in the human-centered computing (HCC) graduate program. Students are expected to be either PhD students or planning to enroll in the PhD program.

How Does This Course Fit With Other Courses?
This course is for new HCC students to learn about the HCC program, other students in the HCC program, HCC faculty members, and to be exposed to a variety of topics in HCC. More generally, the course aims to provide a forum for new HCC students to learn about other students in their cohort, and to learn about experiences of graduate student life.

Learning Outcomes:
By the end of this course, students should be able to:
- Have a broad overview of the HCC program at UF
- Become familiar with their cohort
- Engage with the HCC community at UF and beyond
- Understand better the expectations of graduate student life

Course Outline:
A tentative schedule for the course is shown at the end of this syllabus. The schedule is subject to change.

Class Format and Components:

Important note about class format
This class is meant to be student-driven, and questions from students about any aspects within the scope of the course aims and objectives are welcomed.

Class sessions
The class will meet 1 time per week in a 45 mins session for the first half of the semester. Materials will be provided online for the second half of the semester.

Course components

This course involves the following components:

- **Lectures** – Attend short class lectures. Lectures can be either by the instructor or consist of guest talks
- **Readings** – Read and formulate questions on assigned materials
- **In-class discussion participation** – Contribute to class-wide discussions
- **Small assignments** – Submit small assignments as assigned by the instructor

Textbooks

No textbook is required for this course. Readings will be posted to the course website up to one week prior to the due date. Students will be responsible for accessing the readings and downloading any relevant links provided. Readings will consist mainly of online resources pertinent to graduate studies in HCC.

Software

Students are required to have a laptop to attend and participate in class[1]. It is the responsibility of the student to gain access to whatever software they may need to complete their assignments.

Course Grading

Course Grades

Students' performance in the course will be determined based on the items in the table below. Performance will be assessed as *Satisfactory* or *Unsatisfactory* at the end of the course.

- **Class participation**   **[90%]**
- **Small assignments submissions**   **[10%]**

This course will use the Canvas e-Learning course management system to post grades and to communicate with class members. Details about all assignments and deliverables will be made available through Canvas. Students are responsible for checking Canvas regularly to keep track of assignments and due dates.

Course Policies

Class Attendance
Students are expected to attend all classes. While attendance is not directly graded, submissions based on in-class activities (e.g., in-class discussions) will be graded and may suffer if students fail to attend classes. If a student misses a session and is unable to provide the valid documentation required for an excused absence, the student will need to consult with other members of the class to determine what was missed. There is no provision for making up missed class participation credit for an unexcused absence. *It is the responsibility of the student to be aware of all deadlines and submissions of the course*. Deadlines will be posted in the syllabus and announced in class.

Late Assignments
All assignments will be assessed a late penalty of -10% for each hour late. The only exception to this rule is if students contact the instructor **in writing before the assignment due date** to make arrangements for lateness.

Honor Code

The following are not allowed in this course:

- **plagiarism** (misrepresenting others' ideas as your own, can be fixed with simple citation),
- copying code,
- **social loafing** (e.g., for group work), and

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[1] Consistent with UF College of Engineering computer requirements: "The University of Florida requires students to have access to a computer. The College of Engineering further requires that students have access to and on-going use of a laptop/mobile computer." For more information, see http://www.eng.ufl.edu/students/career-resources/computer-requirements/

- work offensive to others.

University Policies

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, https://www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

Americans with Disabilities Act (ADA) Policy

Students requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.

Commitment to a Safe and Inclusive Learning Environment

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

• Your academic advisor or Graduate Program Coordinator

• Robin Bielling, Director of Human Resources, 352-392-0903, rbielling@eng.ufl.edu

• Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, taylor@eng.ufl.edu

• Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, nishida@eng.ufl.edu

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: https://registrar.ufl.edu/ferpa.html

Mandatory Reporting

As an employee of the University of Florida and the State of Florida, your instructor is a **mandatory reporter** for all suspected or alleged violations of sexual harassment, discrimination, threats of harm to one's self or others, and UF honor code violations.

Campus Resources:

Health and Wellness
U Matter, We Care:
Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Wellness Center:
http://www.counseling.ufl.edu/cwc, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence
If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the **Office of Title IX Compliance**, located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, title-ix@ufl.edu

Sexual Assault Recovery Services (SARS)
Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or http://www.police.ufl.edu/.

Academic Resources
E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. https://www.crc.ufl.edu/.

Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. https://teachingcenter.ufl.edu/.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. https://writing.ufl.edu/writing-studio/.

Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.

On-Line Students Complaints: http://www.distance.ufl.edu/student-complaint-process.

Sept. 2	Sept. 9	Sept. 16
Course overview + Introductions	Being a PhD student	Navigating the HCC program *(Dr. Jamie Ruiz)*
	Assignment 1 due	*Assignment 2 due*
Sept. 23	**Sept. 30**	**Oct. 7**
The Qualifying Exam	Research Lab Overviews	Understanding the Publication Process and Research Ethics *(Dr. Gomes de Siqueira)*
Oct. 14	**Oct. 21**	**Oct. 28**
Research lab talk 1 (ELX Lab)	What I wish I knew when I became a PhD student *(Student Panel: Pedro Guillermo Feijoo-Garcia, Brett Benda, Sarah Brown, Nikita Soni)*	Departmental Staff Resources *(Ms. Adrienne Cook)*
		Assignment 3 due
Nov. 4	**Nov. 11**	**Nov. 18**
Research lab talk 2 (Jain Lab)	Time Management *(Dr. Kyla McMullen)*	Communication and Collaborations *(Dr. Jamie Ruiz)*
Nov. 25	**Dec. 2**	**Dec. 9**
Tips on Paper Writing *(Dr. Jamie Ruiz)*	Research lab talk 3 (Human-Experience Research Lab HXRL – Dr. Gilbert)	Mental Health/Research Lab talk 4
		Assignment 4 due

ASSIGNMENTS:

Assignment 1:
Complete and submit a questionnaire on HCC and the HCC UF program.

Assignment 2:
Submit a list of questions that you have with regards to the HCC program.

Assignment 3:
Complete the Individual Development Plan (IDP) and discuss it with your advisor.

Assignment 4:
Attend one research talk of interest to HCC topics. Submit the title of the talk and the name of the presenter.