

May 3, 2021

Dear Students,

We hope this finds everyone well and excited to participate in the Summer 4X4 session of EGEN 310. We are writing to make sure that everyone understands what we are about to undertake for Summer 4X4 with EGEN 310. Please take note that because of the Memorial Day holiday on Monday May 31, we WILL have class on Friday, May 28. This is a slight variance to what was initially sent out in the letter dated April 20, 2021.

For the design project, we will be looking at the world around us and seeking to improve the quality of life. We want you to consider real problems that face real people...and there are plenty of them. While we won't officially start this until later in Week 1, begin to look for pain points now.

Note that as of today (5/3/21), D2L is open to you. Explore the Course Information, Content, and note that our Zoom link requires you to register with Zoom.

Our expectations of you and ourselves, as instructors, are simple, but very important.

1. **Be present.** Be an engaged listener and an active participant when in Zoom class. *Synchronous Zoom sessions will be at 9 and 12 each class day.* Use your camera if you feel comfortable doing so. Reduce distractions during class if possible. Resist the temptation to do other computer work while in video conference sessions.
2. **Communicate.** This is essential. Be responsive to emails and messages both from instructors and teammates. Instructors will largely use D2L to communicate course materials and daily assignments, but will respond to email and, if necessary, have Zoom or face-to-face office hours. We also need to hear if a particular instructional tool or method is not working well.
3. **Respect others.** Everyone has different views right now on personal safety and personal freedom. Any in-person engagement on campus will be held adhering to MSU requirements for social distancing and face mask usage. The Makerspace has its own lab space rules that we will adhere to. *Any in-person engagement is optional.*
4. **Be patient.** We are utilizing a plethora of technology platforms for our class, some that will be familiar to you, some that may not. Please be patient with us and each other as we all work to become fluent with these. Having said that, if something just is NOT working, we really need to know so that we can help or change paths.
5. **Be flexible.** As you will learn through the course of this class, a great deal of design is iterating through prototype-test loops. There will likely be iteration on the format of the class and we would ask that you remain flexible as we work to find the best design. In turn, we understand that life happens and we will try to accommodate unexpected hiccups that you, as students may experience.
6. **Have fun!** Design is a creative and exciting process. We hope that the processes and engagement activities that you will learn in EGEN 310 will help you in future classes, especially Capstone, as well as post-graduation work.

Sincerely,

Mandy Rutherford and Elizabeth Varnes

EGEN 310 Instructional Team