Hello and welcome to Y-DATA program, class of 2021-2!

This document outlines all of the technical aspects relevant to your participation in the program - channels and formats used, working guidelines, requirements and more. Please read it thoroughly and consult it regarding any questions that might arise in the future. This document also contains links to various resources that you are going to need during your studies.

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### Short onboarding checklist

This is a quick run-through of things you need to do before the beginning of the year.

The full description of the contents and what you need to expect with the start of the year follows in the rest of this document

* Read this document and save it for future reference
* Complete registration process - payment, sign T&C
* Finish prerequisites and upload certificates [here](https://forms.gle/c1bC1Z4G3yawMiqb8)
* Join Y-DATA Slack [workspace](http://y-data2021.slack.com). Fill your profile, better to use your full name as user name and upload an avatar photo. You can join through an invitation you’ve received to your email or through this [link](https://join.slack.com/t/y-data2021/shared_invite/zt-wq5n7m5w-jsYdBFWp5TSHI6DxVh3IEA).
* Introduce yourself in Slack [#2021\_introductions](https://join.slack.com/share/zt-wq5syutw-ZGjYzcuaYiSqDWpjP39reA) channel
* Join Y-DATA [whatsapp group](https://chat.whatsapp.com/JAWHiXkALhjL917cgcMJXp)
* Subscribe to Y-DATA [calendar](https://calendar.google.com/calendar/u/0?cid=bHRhMWlvMTgydTdrdDFlbjM0cDNtYXQ4bGNAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ)
* Join 2 first courses’ Classroom.
  + [Python course](https://classroom.google.com/c/NDAxNjY3MDk5MjYz?cjc=4pclfe7) (course code: 4pclfe7)
  + [Probability and Statistics course](https://classroom.google.com/c/NDAxNjY3MDk5NTE2?cjc=kyiel7k) (course code: kyiel7k)
* Find yourself a study partner for the first semester (during the first week)

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### Communication channels

* The main communication channel for the students and faculty will be **Slack**.
* You can join the Slack Y-DATA 2021-2 workspace through this [link](https://join.slack.com/t/y-data2021/shared_invite/zt-wq5n7m5w-jsYdBFWp5TSHI6DxVh3IEA)
  + When joining, we recommend to fill your profile, better to use your full name as user name and upload an avatar photo.
  + We recommend to have a Slack app on your phone and configure notifications according to your preferences.
* Once you join Slack, please **say hi and introduce yourself** briefly on the [#2021\_introductions](https://join.slack.com/share/zt-wq5syutw-ZGjYzcuaYiSqDWpjP39reA) channel, so you can start familiarising yourself with the other students and we can start building Y-DATA community.
  + Say a few words about your background and goals, location (others can reach you to create study groups), a couple of funny facts about yourself (not a must) and hobbies.
* Slack will be used for ongoing updates and news, class discussion, communication with staff and faculty and other uses. Once work on industry projects begins, it will also be used for communication of the project team.
  + During classes, we’ll use a dedicated channel to ask questions in class and hold discussion.
* Due to the importance of ongoing communication, you are **required** to check in on Slack discussion at least once a day.
* In addition to Slack, we’ll use the following secondary communication channels:
  + Y-DATA WhatsApp group for quick updates etc.
  + Email - for official communication and newsletters

### Attendance

* There is an **obligatory attendance minimum of 80%** of lectures.
  + In case of individual emergencies and other extenuating circumstances preventing attendance beyond this minimum, you should contact Carmel, our community manager.
* Attendance is required during online classes **in real-time**. Students unable to attend in person due to distance or health reasons are still required to attend in real time via Zoom. Watching a recorded lecture **does not** count toward the attendance minimum
* Attendance will be taken during classes using an online form.

### Classes and materials

* In the beginning of each semester you’ll receive a semester booklet containing syllabuses and course info for that semester as well as semester calendar.
* Class materials (presentations and notebooks) will be available on Google Classroom. Each course will have a dedicated Classroom.
* You need to create a Google Classroom account if you don’t have one, and are required to **join all Y-DATA classes** on Classroom.   
  You will receive an invite to each Classroom shortly before the start of the class.
  + Please create your Classroom account using your **full name in English** - some of our faculty and TAs aren’t Hebrew/Russian speakers, so if your name is not in English they may not be able to recognise your name in Classroom to communicate.
  + To join Classroom you need to ude a Google account (your personal Gmail account is easiest, but you can create a dedicated account or use something else if you prefer). **Connecting from work/university domain accounts is not recommended** since it often causes problems in registration and sync.
  + You will be issued invitations by mail to each course’s Classroom (invitations for Python and Probability courses were already sent out). If you have problem joining the Classroom through invite link, you can do so using course code
    - [Python course](https://classroom.google.com/c/NDAxNjY3MDk5MjYz?cjc=4pclfe7) (course code: 4pclfe7)
    - [Probability and Statistics course](https://classroom.google.com/c/NDAxNjY3MDk5NTE2?cjc=kyiel7k) (course code: kyiel7k)
* Probability and Statistics course will take place on TAU campus, in Checkpoint building hall 02.
* Python for Data Processing course will take place online, using Zoom.
* All offline courses will be streamed live online using Zoom. Links for each class can be found in Y-DATA [calendar](https://calendar.google.com/calendar/u/0?cid=cm90cTVrMXRqZm5uMW4xN2tvZ2drc2VwbzRAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ).
* **Subscribe to the calendar** - all up-to-date information on class times and other scheduled events will be available there.
* During remote classes, in addition to the lecturer, another member of teaching staff (either second lecturer or TA) will be present and responsible for in-class questions and discussion and serve as moderator. A dedicated questions channel for each class will be available of Slack, where students can ask questions, which will either be answered directly, or raised to in-class discussion by the discussion moderator.
* During frontal classes, remote attendees will be able to ask questions by voice through Zoom and be heard in classroom.
* Some classes will include brief quizzes or surveys which serve to keep track of progress and engagement and allow you to offer feedback and input.
* Each course will have regularly scheduled Office Hours with the lecturer or TA during which students are invited to ask questions regarding the class material or homework. Office hours will take place on Zoom.
* All lectures and teaching sessions **will be recorded and published** in the classroom, and will remain available for you throughout the course.
* Class materials will remain available and accessible to you on Classroom after the end of each course.
* Homework will be handled through Classroom - assignments will be published, submitted and graded using this platform. See Homework section for details.

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### Homework

* All homework management will be handled through Classroom - assignments will be published, submitted and graded using this platform.
* There is an **obligatory submission minimum of 80% of assignments** for each course. See submission policy and grading details in the following sections.
* Homework is done and submitted **in pairs** as default.
  + There may be specific cases where assignments will need to be done individually. In such cases you will be notified specifically of the exemption.
* Each assignment should be submitted once - so **only one member of a pair submits** the assignment. When its checked and returned, both students will receive the grade.
* At the beginning of the year, you’ll have a week to find yourself a partner. After this, anyone who has not yet found a partner will be assigned one by Y-DATA team.
  + You are encouraged to use Slack channels to introduce yourself and search for a partner. If you know your preferences or limitations in terms of time slots, meeting and work format etc, put them up as part of your team-searching post to make matching easier.
* The homework pair assignments are for each set of parallel courses (i.e. each half-semester), so you’ll have an opportunity to switch several times over the course of the program. We recommend changing teams when possible, to practice working with different people and increase your personal network and experience.
* At the beginning of each new set of courses, you’ll be asked to find and submit your pairings using a dedicated form. Anyone who didn’t find a partner will be assigned one by Y-DATA team.
  + If you wish to continue in the same pair, you still need to submit this form, but we also require **both** members of the team to write to us (separately), to let us know this is your preference.

#### Homework submission policy

* By default, all homework deadlines are **two weeks** from HW announcement unless specifically noted differently.
* Submission done up to **one week** after the deadline will still be checked but with 20% deduction from max points.
  + Submissions done more than one week late are not checked and not graded.
* In the case of personal events preventing a timely submission, the group can have one week extension to the deadline without point deduction. If such a situation arises, students should contact Carmel **before the submission deadline** to explain their circumstances and request an extension.

### Grading and course completion

* **At least 80% of homework assignments must be submitted** for each course.
  + For example, if there are 6 HWs during the course, 5 should be submitted.
* By default, course grade is calculated based on top 80% of assignments. Some courses will have a special final assignment that will be obligatory and have a greater weight in the overall grade.

For example, in Python course there are 6 assignments, of which the top 5 are used.

* + If a group submitted all 6, with 5 of them getting 100 and the 6th getting 70, the group’s grade would be 100.
  + If only 4 HWs were submitted, all graded 100, resulting grade will be 80.
* Students **must fulfill attendance and submission minimums to complete the program**. In case of students failing to fulfill those requirements, Y-DATA team may refuse to allow a student to continue their participation in the program or may impose individual restrictions and requirements.
* Final grade of the program is a weighted average of all mandatory courses.
  + Elective tracks and Industry Project are graded separately.

### General recommendations

* We strongly recommend students to form study groups and set up regular meetings (whether in-person or online) - this helps provide framework and stability to your studies and improves progress and understanding of the materials.
  + In case you have trouble finding a location to meet and study, we may be able to offer a meeting space for students to meet and study together.
* For online classes - it is highly recommended to connect to Zoom for classes from a computer and not from a phone. Most lectures include presentations and code, and it is very difficult to keep track of this on phone.

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### Y-DATA Team and how to get in touch

Y-DATA Staff contact list:

* Kostya Kilimnik - Head of Y-DATA program
  + Slack: @kilimk
  + Email: [kilimnik@yandex-team.com](mailto:kilimnik@yandex-team.com)
  + Phone: 054-5571731
* Miriam Hoderker - Y-DATA program coordinator
  + Slack: @mir h
  + Email: [miriam.kh@gmail.com](mailto:miriam.kh@gmail.com)
  + Phone: 054-7979554
* Carmel Sivan - Y-DATA Community manager
  + Slack: @carmel
  + Email: [carmelydata@gmail.com](mailto:carmelydata@gmail.com)
  + Phone: 052-8848829

##### Administrative issues:

For all administrative issues - issues regarding the registration process and payment, special requests, missing or incorrect HW submissions and grades, extension requests etc, please contact Carmel. He is your main contact point and liaison between you, staff and faculty. He will either take care of the issue directly, or redirect your request to the person responsible when needed.

##### Academic issues:

Each course has its own teaching staff: a lecturer (or two) and a TA. In the first session of each course, the staff will introduce themselves and provide their contact details.  
The teaching staff will be available on Slack channel dedicated to that course. In many cases, they will also have dedicated online Office Hours in which students can connect on Zoom and ask questions.

* Outside of classes, the best place to ask questions is on Slack. The course teaching staff will be available there to answer questions, but this will also allow other students to join in the discussion and offer insights, enriching and deepening the discussion.
* Students are encouraged to answer each other on slack and lead related discussions. This is an excellent source of knowledge and further understanding. Slack discussion channels will be archived, but remain accessible to you in the future as a resource.
* Each course will have dedicated Office Hours with the lecturer/TA, in which you will be able to ask further clarifications and questions regarding the material.