DS4A / Colombia 2020:
Communication Guide

Given that this DS4A program will be conducted virtually, we want to make sure that everyone is on the same page regarding the online forms of communication. Please read this guide before the first day of class.

The purpose of the guidelines below is to facilitate communication and understanding. We strongly encourage you to be active members of this community and engage with each other as much as possible.

The main forms of communication for DS4A will be Slack, Zoom, and the Forum, each of which serves a different purpose.
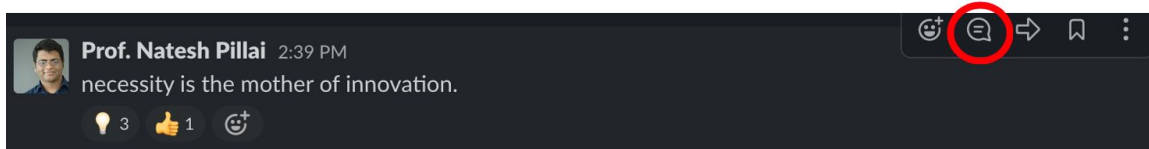
Slack

Slack Etiquette

For those of you who are new to Slack, we want to give you a brief overview of how to best use this communication tool. Below are some simple rules:

- *Reactions* -- If someone posts something you like or if you were going to post something similar, you should add a "reaction" to it instead of making a similar post. You can add a reaction by clicking the icon shown below. You can also easily add the same reaction as someone else by clicking on a reaction that is already there. This will help that idea gain traction while keeping the channel organized.
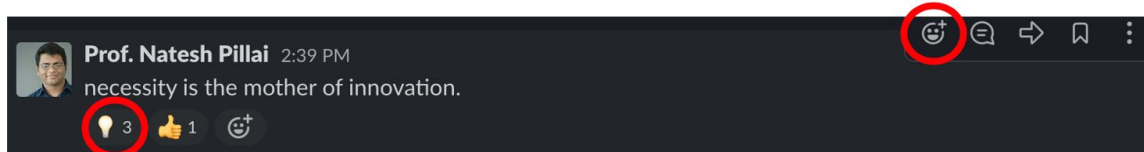
- *Threads* -- To start a discussion on someone else's post, you should start a "thread" by clicking the icon shown below. You can also reply to a current thread by clicking the same button. This keeps discussions organized and easy to access. If you post your reply directly on the Slack channel, it can lead to confusion if there are multiple conversations going on at once, people will quickly lose track of the conversation.

Slack Channels

We have already set up a few channels for class-wide communications, which are described below.

#<ta names>_ta-questions (e.g. jane-george_ta-questions) -- This is your TA-specific channel you will use to communicate with your TAs. You will be added to this channel prior to the first day of lecture. You will have two TAs that are responsible for assisting you and a subset of other participants. If you have questions during the lecture days (both during lecture and outside of lecture) you should ask them here (or message them directly). This will also serve as a channel for you to ask project-related questions. For questions on extended cases, you should ask them on the Forum.

#official-announcements -- Correlation One staff and TAs will post official announcements to this channel.

#extra-help -- If you want to speak with a TA one-on-one but your TAs are busy meeting with project teams, you can post in this channel to request individual office hours. An available TA will see your post and set up a Zoom call to talk about your questions.

#tech-support -- Post any tech issues with the training materials in this channel and a TA will assist you.

#live-chat -- Public channel for participants to post during lecture. This channel does not have a set topic, it's purpose is for you and other participants to interact with each other and the lecturer during lecture.

#resources -- Public channel for all participants and TAs to post data science-related resources for each other, such as interesting articles, videos, and data sets.

#social-<city> (e.g., #social-bogota) -- City-specific channels for you to chat with other participants in your local area, plan social events (post-COVID), etc. Use these channels to build relationships with other participants. Feel free to create a channel for your city if one does not currently exist.

#networking -- Public channel for you to share your LinkedIn profile, network professionally with other participants, post about job opportunities, and discuss career-related topics.

Making New Slack Channels -- You are encouraged to create additional Slack channels to facilitate communication and other activities, like group projects or social gatherings. Slack channels can be related to class-material, or something casual like sharing favorite recipes or home-office perks during quarantine.

The Forum

The Forum, which will be added to the class website, will be used to ask questions related to <u>extended cases</u>. In addition to asking questions, you should also answer questions other participants ask on the Forum if you know the answer. This will increase not only their learning but also your understanding of the material as well. TAs will also be monitoring the Forum and responding to questions.

<u>Please do not use Slack to ask extended case questions -- you should post them on the Forum instead</u>. The purpose of this is to make sure all participants benefit from the answer. If you post an extended case question on Slack, TAs will tell you to post it on the Forum and answer it there.

Zoom

You will be using Zoom to attend lectures, as well as to communicate with your TAs and your project teammates. During Zooms, please follow the following guidelines:

- <u>Always be logged in to your zoom account.</u> Use the same email address for zoom as your DS4A registration.
- <u>Stay on mute during lectures and larger meetings if you are not speaking</u>. Your microphone will pick up even small sounds, which can be disruptive to the meeting.
- <u>Keep your camera on if possible</u>. Seeing the other people in your meeting helps facilitate communication and keeps everyone engaged.
- <u>Be mindful of your background</u>. Everyone else will be able to see it if your camera is on.