

# Course Structure

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## 1 Assessment

### 1.1 Attendance and Engagement

I expect you to be present in class and to be actively engaged in group work. Although your attendance and participation do not factor directly into your course grade, they do factor indirectly in that your learning is a direct result of engaging with the material. If you do need to miss class for any reason, you can check the class Moodle page to see what we covered. I will also post all slides.

## 1.2 Pre-class work

Our class time will largely be devoted to working together on activities designed to build understanding on concepts introduced in the textbook. Rather than spend our limited class time lecturing, I will ask you to prepare for class by reading ahead. In order to help you prepare, I will assign short assignments to be done prior to class.

## 1.3 Application Exercises (AE)

These are in-class activities that we will work on in small groups. Each one is designed to introduce or reinforce specific concepts as well as R code that we'll use for visualization and data analysis. If you have a laptop or tablet, you may find it helpful to bring it to class but as long as someone at your table has a device, that will be sufficient.

## 1.4 Weekly Homework Report

To help reinforce your learning, I will assign short weekly assignments, primarily from the exercises in the book. Since the primary goal of these problems is to practice new concepts and techniques and since making mistakes is a critical part of learning - I will not be assessing your weekly homework for correctness. Instead, each week you will submit a one-page homework report that includes the following information:

- What problems were assigned? Which of these problems did you do? Which problems did you find helpful?
- What questions came up for you while doing these problems? How did you resolve these questions and/or what questions do you still have?

Note: I am not asking you to submit solutions to these problems! You are welcome to include those if you have questions about your work, but this is not required.

## 1.5 Labs

Approximately once every two weeks, I will assign a lab. You can think of these as extended homework that will combine concepts with practice. You will use RStudio to complete a lab report which you'll submit on Moodle.

## 1.6 Projects

There are two projects in this course - the first one is due mid-semester and the second one is due at the end of the semester.

## **1.7 Interactive tutorials**

I will assign interactive tutorials each week from the textbook. These are designed to help you gain proficiency with R. You will be asked to submit these on a weekly basis and graded on a check/no check basis.

### **1.7.1 Labs**

In labs, you will apply the concepts discussed in class to various data analysis scenarios. Labs will focus on both computation and conceptualization. Lab assignments will be completed using Quarto and submitted as PDF for feedback. While you may collaborate with others on lab assignments, you will need to submit your own final lab report.

### **1.7.2 Quizzes**

We will have occasional short in-class quizzes. The purpose of these is to check-in where you are in your understanding of various concepts throughout the semester.

### **1.7.3 Projects**

There will be a mid-semester prediction project and a final project. The prediction project will introduce you to conducting independent analyses and writing a formal report using a pre-specified data set. The final project allows you to explore a question and data set of your own. More details about the projects will be provided during the semester. Projects will be completed in teams.

You will be assigned to a different team for each of your two projects. You are encouraged to sit with your teammates in lecture and you will also work with them in the lab sessions. All team members are expected to contribute equally to the completion of each project and you will be asked to evaluate your team members after each assignment is due. Failure to adequately contribute to an assignment will result in a penalty to your mark relative to the team's overall mark.

See Section [1.9](#) for dates and times of project deadlines. Project deadlines cannot be changed. If you can't be in class for the final project presentation, you should drop this class.

## 1.8 Course policies

### 1.8.1 Collaboration

- While you are welcome to discuss lab assignments with classmate, your lab report should be your own work.
- For the projects, collaboration within teams is expected. Communication between teams at any time is encouraged.
- **Online resources:** I am well aware that a huge volume of R code is available on the web to solve any number of problems. Unless I explicitly tell you not to use something, the course's policy is that you may make use of any online resources (e.g., StackOverflow) but you must explicitly cite where you obtained any code you directly use (or use as inspiration). This is not a course in learning R, but rather interpreting the results of analysis.
- **Use of generative artificial intelligence (AI):** You should treat generative AI, such as ChatGPT, the same as other online resources. There are two guiding principles that govern how you should use AI in this course:<sup>1</sup> (1) *Cognitive dimension:* Working with AI should not reduce your ability to think clearly. We will practice using AI to facilitate—rather than hinder—learning. (2) *Ethical dimension:* Students using AI should be transparent about their use and make sure it aligns with academic integrity.
  - **AI tools for code:** You may make use of the technology for coding examples on assignments; if you do so, you must explicitly cite where you obtained the code. Any recycled code that is discovered and is not explicitly cited will be treated as plagiarism. You may use [these guidelines](#) for citing AI-generated content.
  - **AI tools for narrative:** Unless instructed otherwise, you may not use generative AI to write narrative on assignments. In general, you may use generative AI as a resource as you complete assignments but not to answer the exercises for you. You are ultimately responsible for the work you turn in; it should reflect your understanding of the course content.

Regardless of course delivery format, it is the responsibility of all students to understand and follow all University of Portland policies, including academic integrity (e.g., completing one's own work, following proper citation of sources, adhering to guidance around group work projects, and more).

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<sup>1</sup>These guiding principles are based on [Course Policies related to ChatGPT and other AI Tools](#) developed by Joel Gladd, Ph.D.

### 1.8.2 Late work & extensions

Due dates for assignments are there to give you structure and to help you keep up with the course material. They also help me provide you with feedback in a timely manner. That said, I understand that things come up periodically that can make it difficult to complete an assignment by the deadline. Life happens!

If something comes up that prevents you from completing an assignment by the stated due date, just send me email and let me know when I can expect your work. You do not need to provide an explanation. In general, I will expect to receive your work within **one week**.

There are, however, two **hard deadlines** to be aware of: Oct. 11th (Friday before Fall break) and Dec. 6th (last day of classes). Except in unusual circumstances, I will not accept work after those dates.

### 1.9 Important dates

- **Tuesday, August 27:** Classes begin
- **Friday, August 30:** Last day to add/drop
- **Friday, October 13:** First hard deadline, Project 1 due
- **Monday, October 15:** Fall Break begins
- **Friday, November 17:** Exam 2 - Take home due
- **Monday, November 25:** Last day to Withdraw
- **Thursday, November 28:** Thanksgiving
- **Friday, December 6:** Last day of classes; 2nd hard deadline
- **Monday, December 9:** Section H: Project 2 presentations
- **Wednesday, December 11:** Section I: Project 2 presentations