I2DS Tools for Data Science Workshop guidelines

Introduction to Data Science, Hertie School, Berlin

November 4, 2021 | 10-18h | MS Teams

Where, how and until when do I upload my workshop materials?

- Please upload your presentation video on Moodle (new assignment at the bottom; see description for more details). Note the file size limit of 100MB!
- Please check out the workshop repo README.md template at https://github.com/intro-to-data-science-21-workshop/00-simonmunzert-template-repo. Use it for your repo and only adapt the contents (not the structure/headings).
- The deadline for both the video and the GitHub repo with materials is November 1, 11.59pm CET (NO extension possible)

Where, when and how will the workshop take place?

- We have a preliminary schedule online. Check the Google Spreadsheet (link on Moodle) and save the date/time slot.
- The videos will be hosted on Hertie's Vimeo account.
- We will set up a webpage that you can use to find videos + materials for each session and will provide you with a link until the workshop.
- The workshop will run on MS Teams in a dedicated Team. If you haven't been added to the team yet, click on "Join or create a team" at the bottom of your Teams list and enter the following code: **clikc43**
- You can attend as many other sessions as you want, but I expect you to attend AT LEAST two other sessions.

How do we run our session?

1. Be there on time (that is, a couple of minutes early).
2. Enter the panel your session is on (1, 2 or 3).
3. Join the ongoing video meeting (if there is no ongoing meeting, initiate a meeting).

4. At the beginning of your session:
    - Welcome participants in the chat
    - Post link to video in the chat
    - Post link to materials in the chat
    - But also: share your screen and stream your recorded workshop video (people can use the link as a fallback option)
5. During the video:
    - Sit back and relax.
    - Keep an eye on the chat.
6. After the video: start live practice session (15mins max.)
    - How exactly you structure this is at your discretion
    - It is important to keep an eye on the timing. You should come to an end when your session time is over so that the team after you can prepare their session

How should our presentation look like?

- The topics vary in breadth and potential depth. I don't expect you to go very deep.
- You should not assume any prior knowledge among your fellow students (other than the topics and tools that have been covered in class).
- Try to offer a quick yet engaging overview: What is this tool/technique/package good for? How can we use it? What are the key features? Where should students go to learn more?
- The absolute maximum is 15 minutes!

How should live tutorial go?

- The tutorial should be structured around the practice material that you provide for the session.
- You don't have to cover everything in the material though. It could make sense to focus on one aspect and let students engage with it / work on it.
- All students will have access to (and hopefully have downloaded) all materials in advance. You can encourage them to follow along on their machines if that makes sense. Be sure to include code that installs the necessary packages though.
- The absolute maximum is 15 minutes!

Which software are we supposed to use for presentation, recording, and provision of materials?

- In the workshop repo at https://github.com/intro-to-data-science-21-workshop/workshop-presentations, it says: "Please try to make your presentations using R Markdown." However, this is not a must. If you feel more comfortable with PowerPoint, Pages, or any other presentation tool this is fine, too. It is the content that matters.
- Same goes for recording software. Choose whatever works best for you. We will keep an eye on video and audio quality though.

How are we supposed to divide labor between groups and team members?

- Groups that have been assigned the same topic prepare separate sessions You can exchange ideas but the sessions should work as standalone units.
- It is up to you to split the work in your team. For the live session it would be ideal if both of you attend. It is absolutely mandatory that at least one of you attends and moderates the session.
- For the prepared exercise materials we will pull the repositories that you created on the workshop GitHub page. You should use the README.md of your repo to summarize the content of your session and to document who contributed to which parts of the unit.

How will the sessions be graded?

- Both the recorded talk and the prepared exercise materials will be graded. Each component counts towards 50% of the overall grade. The live session itself will not be graded.
- We will consider the following criteria for grading:
    - Presentation video: Is the presented information correct? Does it adequately cover the topic? Is the presentation interesting and engaging? Is it pedagogically/didactically valuable? Is the style appealing? Is the recording quality good?
    - Tutorial materials: Do the materials adequately introduce the topic? Are they interesting and engaging? Do they actually help to learn to use the tools/packages?