I2DS Tools for Data Science Workshop guidelines

Introduction to Data Science, Hertie School, Berlin

October 28, 2024, 16-20h

Where, when and how will the workshop take place?

- The workshop will take place at the Hertie School on October 28, between 16 and 20h.
- Every session will be allocated a slot of 30mins. There'll be a break of 5mins between two sessions.
- You can attend as many other sessions as you want/can, but we expect you to attend at least two other sessions.

What am I supposed to contribute?

1. A pre-recorded presentation that introduces the topic.
2. A live version of that presentation at the workshop.
3. Practice materials in form of a GitHub repository and an (HTML) vignette.
4. A live tutorial session using the practice materials at the workshop.

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

- Please upload your workshop video on Moodle (new assignment at the bottom; see description for more details). Note the file size limit of 100MB!
- For the practice materials, please check out the workshop repo README.md template at https://github.com/intro-to-data-science-24-workshop/00-template-munzert-kermit. 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 October 25, 11.59pm CET (NO extension possible).

How do we run our workshop session?

1. Be there on time (that is, a couple of minutes early).

2. Have your presentation and tutorial materials ready on a laptop. We'll provide a

presentation machine but yours will serve as a backup.

3. At the beginning of your session:
    - Welcome the participants
    - Confirm what the session will be about (ideally, the first slide provides that information and is visible before the session starts)
4. Run your presentation (live, not the video!). Try to spend no more than 10 minutes on it.
5. Reserve 5 minutes for a Q&A.
6. Run the live practice/tutorial session. - 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 for the bigger topics. If you are assigned one of the bigger topics (e.g., the one on geospatial data or tidymodels), I encourage you to give a very brief general overview and then focus on one aspect you want to teach the others in.
- 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 for the presenation is 15 minutes!

How should the tutorial materials look like?

- Think of the Lab materials as boilerplate for your tutorial materials.
- The purpose of the materials is twofold: (1) Provide a brief overview of a topic/package in terms of concepts, functionality, etc., and (2) Provide practice materials, that is examples and exercises, which others can use to explore and learn.
- Importantly, the coverage of the materials does not have to be exhaustive, but if you decide to focus on one or a few specific aspects, you should tell readers where they can learn more (and what).
- You can take inspiration from existing tutorials and exercises, but I expect you to come up with your own examples and style.
- Please submit practice materials in form of a GitHub repository and an (HTML) vignette.
- Please use the lab `Rmd` vignettes as template. The idea is to use one common layout

across all tutorials so that the entire workshop provides a common "feel" for users.

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!

What are the pre-recorded videos for, and how to produce them?

- The videos are meant to serve as a long-term learning resource for Future You and others.
- 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.
- Your video and materials will only be hosted publicly if both session creators consent.
- You can choose the recording software. Pick 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?

- It is up to you to split the work in your team. For the live session it would be ideal if all team members could 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 practice 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 the exercises help to learn to use the tools/packages?