COMPSCI 121 Lab Policy

Lab Setup

The discussion labs are structured using POGIL instructional methods. POGIL stands for *Process Oriented Guided Inquiry Learning*. Your POGIL lab is designed to be used with self-managed teams that employ the Teaching Assistant (TA) and Undergraduate Course assistants (UCAs) as facilitators of learning rather than as a source of information. The lab guides you through an exploration to construct, deepen, refine, and/or integrate understanding of relevant programming content.

Lab activities are done as a group with each member having a defined role (see below). The lab worksheet will be released as a view-only Google Doc. A designated team member shares the worksheet with members of the group. The activity worksheet is the product of a group of students. Therefore, all members in your group may submit identical responses in their worksheets. The team may not divide the questions and answer individually in the worksheet. Discussion and collaboration is important. On completion of the activity, each team member should create a pdf of the Google Doc and upload in Moodle.

Each week, you may choose to continue in the same group or switch groups, but you must switch roles each week. Group members should work together as more minds > one mind. Remember, you must submit an activity worksheet individually. We will not accept late submissions or excuse submissions for reasons not listed in the syllabus.

Lab Attendance

Lab attendance is required. We will pass around a sign-up sheet in each lab session. ***It is your responsibility to sign the attendance sheet.*** Your attendance will be noted in Moodle and visible to you. If there is any error, you have until the day before the next lab to post about the issue in the Moodle Private Forum.

Lab Grades

Lab activity documents must be uploaded in Moodle before the stated deadline. To receive full credit for a lab, you must attend the session **and** submit the activity document to Moodle before the due date/time.

Lab Grade:
1. You receive full credit, 10 points for attending lab and submitting the lab document.
2. If you do not attend the lab but submit the document, you receive 0 points for attendance and 5 points for the lab submission.
3. If you attend the lab but do not submit the document, you receive 5 points for attendance and 0 points for the lab submission.
4. If you do not attend the lab and do not submit the document you receive 0 points.
5. The first two weeks of lab will not be counted.
6. We will drop two lab sessions when computing your final grade.

There can be situations when you do not attend a lab. For example, in the case of illness, religious or funerary events, university-related event (athletic event, field trip, or performance), and extenuating non-academic reasons (military obligation, family illness, jury duty, automobile collision). In these cases, we drop the lowest 2 grades for labs. That means you are able to miss up to two lab sessions with no effect on your grade.

POGIL roles
Each week, you can choose a role for yourself in your group. Below are the tasks for each role and suggested dialogue.

Manager
- Makes sure the team starts quickly and stays on task.
- Allocates tasks to team members or subteams.
- Keeps an eye on the clock.
- Makes sure all voices on the team are heard.
- *"I think we have everything. Are we ready to begin?"*
- *"We have _____ minutes before we need to be ready to discuss this section. Let's focus on _____ now."*
- *"<person> and <person>, why don't you list cases where the current program does and doesn't work while <person> and I try to install the new software."*

Recorder
- Verifies that the team has reached a decision and what that decision is.
- Records team answers, decisions and conclusions.
- Takes notes on things the team has learned.
- *"Do we all agree that _____ is our answer for question number _____?"*
- *"Could you please rephrase what you just said?"*
- *"Would that response make sense to someone from another team?"*
- *"It sounds like <person> is saying _____, but <person> is saying _____. How can we reconcile these?"*

Presenter
- Communicates on behalf of the team with the facilitator (instructor) and with other teams
- Presents the team's results to the class.
- *"Our team is confused about how _____ relates to _____."*
- *"Our team reached consensus that the answer to number _____ is _____."*
- *"We concluded _____ because _____."*

Reflector
- Observes team dynamics and problem-solving process
- Reports to the team or to the class on the team's process and its effectiveness

- Answers the Reflection questionnaire in Moodle.
- *"Let's wait for <person> to catch up before we move on."*
- *"<person>, I like how you _____. That was good <process skill>.*
- *"We seem to be having a lot of trouble with _____. Would it be more effective to _____ instead?"*