

# **OLIN BUSINESS SCHOOL**

# DAT561: INTRODUCTION TO PYTHON AND DATA SCIENCE

WASHINGTON UNIVERSITY IN ST. LOUIS OLIN BUSINESS SCHOOL COURSE SYLLABUS – FALL 2022

#### **General Information**

**Instructor:** Gerald Onwujekwe, Ph.D.

**LinkedIn:** https://www.linkedin.com/in/gerald-onwujekwe-ph-d-01984279

**Office:** Simon 276 (geraldo@wustl.edu)

**Time/Location:** Section 25: Monday, 08:30 am – 09:50 am (Bauer 210N)

Section 26: Monday, 10:00 am – 11:20 am (Bauer 210N) Section 27: Monday, 11:30 am – 12:50 pm (Bauer 210N) Section 28: Monday, 02:30 pm – 03:50 pm (Bauer 210S) Section 30: Monday, 04:00 pm – 05:20 pm (Bauer 210S)

For Fall 2022, passing times between classes are 10 minutes. Teaching time has been set to 80 minutes per class session.

# **Course Email:**

If students have any questions with respect to the course, <u>please use the following email address:</u> <u>geraldo@wustl.edu.</u>

#### **Office Hours (Tentative):**

**Instructor Office Hours**: Thursday (9:00 am – 11:00 am) (via Zoom)

Link: <a href="https://www.tl.zoom.us/j/97418777189?pwd=aUdzMkdiWWVJUEorZ3ljalh6UzB2UT09">https://www.tl.zoom.us/j/97418777189?pwd=aUdzMkdiWWVJUEorZ3ljalh6UzB2UT09</a>

Meeting ID: 974 1877 7189

Passcode: 477327

TAs Office Hours: Monday, Tuesday, Thursday, Friday, Saturday, 07:00 pm - 08:00 pm (via

Zoom)

Link: https://wwstl.zoom.us/j/99686761677?pwd=Q1h3NW1DRDd4NzJqcVhydms0cjJsZz09

Meeting ID: 996 8676 1677

Passcode: 239726

**TAs In-Person Help Session Hours**: Friday (3:30 0m – 5:30 pm)

Room: TBA

#### **Public health:**

You are expected to follow WashU and Olin COVID-related public health protocols. For complete details visit <u>this link</u>. Not that masking is strongly recommended in all indoor spaces on the Danforth Campus for Fall 2022.

# **Olin's Pillars of Excellence:**

Olin students will:

- 1. Embody values-based and data-driven methods in their approach to all business situations
- 2. Understand the global opportunities and challenges facing businesses
- 3. Engage with business issues through the application of experiential knowledge, in addition to the rigorous technical skills acquired in the classroom
- 4. Pursue world-changing initiatives with an entrepreneurial and innovative mindset and skillset

# **Course modality:**

This course will be taught in the lab and/or Zoom. If you are approved to take the class remotely, a Zoom link will be provided to you for joining the labs.

# **Course Description:**

This course is a 3-credit introduction course to data science in Python, which assumes no prior programming experience. The course is broken down into two units. In the first unit, students will be introduced to the basics of Python as a programming language. The second unit of the course is devoted to data analytics; students will use Python to explore and visualize real-world data sets from various industries, including finance, sports, and technology.

#### **Course Setup:**

This course consists of two parts: an online video session and an offline in-class lab session. Each week, students need to finish watching online video sessions on the techniques and knowledge, which normally take 60 to 90 minutes. In addition, students need to join the lab for 80 minutes every Monday, Tuesday, or Wednesday, depending on their section's day and time to practice what they have learned from the videos in the previous week and learn more hands-on knowledge from the class instructor.

# **Learning Objectives:**

After this course, you will be able to:

- 1. Program basic python scripts to solve real-world algorithm or optimization problems
- 2. Access and clean data from multiple sources (e.g., Excel, CSV, Text file, etc.) using Python and Pandas.
- 3. Pre-process and analyze data using Python to extract business insights
- 4. Visualize data patterns and trends using Python

# **Course Materials (Recommended):**

- 1. Y. Daniel Liang, Revel for Introduction to Python Programming and Data Structures Access
- 2. Charles Severance, Python for Everybody, Exploring Data with Python 3
- 3. Learning Python the Hard Way: <a href="https://learncodethehardway.org/python/">https://learncodethehardway.org/python/</a>
- 4. Pandas Official Documentation: <a href="http://pandas.pydata.org/pandas-docs/stable/">http://pandas.pydata.org/pandas-docs/stable/</a>

Lecture notes and corresponding Jupyter notebook (IPython notebook) will be distributed in class as online (an electronic version will be available on Canvas). Supplemental and optional readings will be posted on Canvas.

The website for this course is on the Canvas system: <a href="https://www.tl.instructure.com/courses/89971">https://www.tl.instructure.com/courses/89971</a>

# **Grading Policy (tentative):**

Category	Percentage
Lab Participation	5%
In-Class Labs	5%
Quizzes (2 Quizzes*5%)	10%
Homework (Programming Assignments)	30%
Mid-term Project	25%
Final Project	25%
Total	100%

You will receive your letter grade based on the below table.

Letter Grade	Minimum Required Grade
A+	99*
A	95*
A-	90*
B+	87
В	83

B-	80
C+	77
С	73
C-	70
D+	67
D	60 <60
F	<60

Note: If you submit your assignments or projects late, Canvas will automatically decrease 10% of the grade for every day late. After five days, no late labs, assignments, or projects will be accepted. Please be aware that you must submit every assignment by the due date.

# **Class Participation and Professional Conduct:**

You are expected to attend all sessions and actively participate in class discussions. Write your **full name** on your Zoom account so that we can accurately assess your participation. If, for some reason, you need to miss a class, please email the instructor in advance. Course ethics must be maintained for all classes. Below is the Olin policy on professional conduct in the classroom:

- <u>Weekly lab participation</u>: An attendance sheet will be circulated in each lab. Students must sign on the sheet as proof to receive credit for lab participation. Students are strongly encouraged to attend every lab. However, only 10 lab participants will be counted toward the grade.
- <u>Preparation:</u> Students are expected to complete the readings, pre-lab programming problems, and other assignments prior to each class session and be prepared to actively participate in class discussion.
- <u>Behavior:</u> Classroom interaction will be conducted in a spirited manner but always while displaying professional courtesy and personal respect.
- <u>Distractions:</u> Students are expected to arrive on time and remain in the classroom for the duration of the class session. Late arrivals and early departures will affect your grade negatively unless an urgent need arises or prior arrangements have been made with the professor. Students are expected to not use laptops, cell phones, and other electronic devices in the classroom unless with the instructor's consent and for activities directly related to the class session.
- <u>In-class Programming:</u> Students are expected to finish in-class programming assignments in the form of a Jupyter Notebook. This file must be submitted to the CANVAS site by the assigned due date. TAs will be assigned to help students during each lab. They will be sitting in a specific area in the classroom. Each student needs to raise his or her hand when asking for help from TAs.

# **Video Watching:**

Students are required to watch all course-related videos assigned each week. The video-watching click activities will be monitored every week.

# **Quizzes:**

There will be two quizzes in this course. The quizzes will take approximately 15 minutes at the beginning of the scheduled sessions (see the course schedule). Make-up quizzes will not be offered unless there is a documented serious illness or extreme personal circumstances.

Quiz 1 (15 minutes) must be taken remotely on September 23, 2022. The quiz will be available from 4:00 pm to 11:59 pm on the course CANVAS site.

Quiz 2 (15 minutes) must be taken remotely on November 4, 2022. The quiz will be available from 4:00 pm to 11:59 pm on the course CANVAS site.

# **Homework (Programming Assignments):**

There will be four homeworks (programming assignments) during this semester. All programming assignments will be distributed through IPython notebook (Jupyter Notebook) on Canvas. Each programming assignment will be due within 8 days to 12 days. Programming assignments will come with test cases for students to check their answers. You are allowed to work together in groups and collaborate with other students in your homework but you must do the final work yourself and submit your own homework individually. Your code cannot be the same with that of another student, otherwise you will be penalized for plagiarism.

# **Midterm and Final Projects:**

There will be two group projects (mid-term and final) in this course. Both projects will be given to the students 10 days to 14 days before it is due. Extra office hours will be provided during the project week. The first project is related to using fundamental programming methods in Python to solve real-world optimization problems. The second project is related to using data science skills in Python to explore data, extract insights, and present them. The deadline of projects will not be extended unless there is a documented serious illness or extreme personal circumstances. Note that a job interview is *not* considered an extreme circumstance.

Please note that the midterm and the final projects will be group projects.

- Each group can have 1 to 3 students. All members of a group will receive the same grade.
- You can only select your group member from any sections that are having the same instructor. Please select your groups by clicking "People" on the canvas and add your name to one of the Midterm Project Groups and the Final Project Groups.
- You must join a group for the midterm project by Sep. 16, and the final project by Nov.
   4, 2022.
- The **Midterm and Final Projects** will be released on Canvas at 11:59 pm on **October 4**, **2022**, and **November 15**, **2022**, **respectively**.

The midterm project will be released on CANVAS at 11:59 pm on October 4, 2022. The final project will be released on CANVAS at 11:59 pm on November 15, 2022.

# **Academic Integrity / Classroom Behavior:**

Academic integrity will be strictly enforced. This course will be administered under the policies of the Olin Business School Honor Code. All students are responsible for reading, understanding, and upholding this Code. You are encouraged to contact the instructor for any questions and concerns about academic integrity in this course. The Olin Business School is a community of individuals with diverse backgrounds and interests who share certain fundamental goals. Primary among these goals is the creation and maintenance of an atmosphere conducive to learning and personal growth.

Becoming a member of the Olin community is a privilege that brings certain responsibilities and expectations. The success of Olin in attaining its goals and in maintaining its reputation of academic excellence depends on the willingness of its members, both collectively and individually, to meet their responsibilities. All individuals associated with Olin should conduct themselves with the utmost integrity in all aspects of their lives, both on and off campus.

Please refer to the publication *Integrity Matters: Olin Business School Code of Conduct* for specific responsibilities, guidelines, and procedures regarding academic integrity. You may also consult with MBA Program Dean if you have questions or concerns.

The following is a summary of the Code as it applies to academic matters: Student Academic Violations:

It is dishonest and a violation of student academic integrity if you:

- 1. Plagiarize You commit plagiarism by taking someone else's ideas, words, or other types of products and presenting them as your own. You can avoid plagiarism by using proper methods of documentation and acknowledgment.
- 2. Cheat on an examination You must not receive or provide any unauthorized assistance on an examination. During an examination, you may access/use only the material(s) authorized by the instructor.
- **3.** Copy or collaborate on assignments without permission It is dishonest to collaborate with others when completing assignments (unless expressly authorized by the instructor) or tests, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports.
- **4.** Fabricate or falsify data or records It is dishonest to fabricate or falsify data in laboratory experiments, research papers, reports, or other circumstances; fabricate source material in a bibliography or "works cited" list; or provide false information on a resume or other documents in connection with academic efforts. It is also dishonest to take data developed by someone else and present them as your own.
- **5.** Engage in other forms of deceit or dishonesty that violate the spirit of the Code.

#### **Student Rotation:**

There will be no rotation for the course as it is fully in-person. If you registered to take the class remotely, you would join the class via Zoom. If you are an in-person student, you need to join the lab physically.

# **Session Length and Entry/Exit Protocols:**

For Fall 2022, passing times between classes are 10 minutes. Our class sessions have been set to 80 minutes. Entry and exit to/from class will be carried out as follows:

- When and where possible, students arriving to class should utilize outside waiting areas, such as courtyards, until five minutes prior to the start of class in order to avoid congregating in close proximity of exiting students.
- At the end of class, students should exit the room while keeping physical distance. Students closest to the doors should proceed out first, with those farthest from the exit leaving last. The instructor will be the last to leave and facilitate an orderly transition between classes.
- Students should avoid loitering in areas where congestion may occur (i.e. faculty podiums, narrow hallways or at the entrance and exits of buildings).

# **Guidelines for Attending Online/Hybrid Class Sessions:**

What is expected of me when attending class virtually via Zoom?

- Remote students are strongly encouraged to have their device camera enabled during class. A
  virtual background is also encouraged. Adjust lighting in your learning environment to
  ensure you are visible on camera. For example, you can place a lighting source behind your
  PC (the lighting in front of the camera should be brighter than any lighting behind the
  camera).
- To ensure proper Zoom functionality, students must sign in to Zoom with their WUSTL key.
- Remote students should utilize headphones or another secondary microphone source for communicating during class. Doing so will ensure that the instructor, and other students, are able to hear each student clearly as well as minimize audio feedback.
- Privacy concerns should be taken into account before joining the video and using the chat

*If we have a question or comment, how do we notify our instructor and communicate?* 

- Remote students should raise their hands virtually using the "Raise Hand" functionality within Zoom. This "raised hand" will be acknowledged by either the instructor or the Classroom Engagement Moderator. Once notified, the instructor will call on the remote student or address the question/comment. Please note if a class is fully in-person, we may not have a Classroom Engagement Moderator.
- Students may also utilize the Chat functionality within Zoom. For this option, students should type either "COMMENT" or "QUESTION" at the beginning of the chat box entry.

This will be identified by either the instructor or Classroom Engagement Moderator. Once notified, the instructor will call on the remote student.

- When a student (in the classroom or remote) is called upon, it is recommended that the student state their name prior to addressing the instructor with a question or comment. This will ensure students know which of their peers is speaking.
- It is recommended that remote students DO NOT raise their actual hand on the camera. It is also recommended that students DO NOT begin speaking unless called upon.

#### **Distractions:**

- Students are expected to remain in the virtual classroom for the duration of the class session unless an urgent need arises, or prior arrangements have been made with the instructor.
- Students are expected to focus on the class session and not multi-task.
- Students are expected to keep their mobile phones turned off or have them set on silent/vibrate during class. Answering phones while class is in session is not permitted.

What should we do if our instructor has been disconnected from Zoom?

- If we are in a hybrid or in-person format, the instructor (or the Classroom Engagement Moderator) will contact AV support to get the classroom logged back in as quickly as possible. Stay on the Zoom link and monitor your email for additional instructions.
- If we are in a fully virtual format, students should remain on Zoom for at least 10 minutes. Students may then exit the session, but they should ensure they have access to their email for an additional 10 minutes to allow the instructor the opportunity to provide updated communication and direction on how the class will continue. If the instructor does not return or provide updated communication after 15 minutes, the remainder of the class will be canceled and then later completed asynchronously via a recording that will be posted on Canvas.

What should we do if we have been disconnected from Zoom?

Students who have been unexpectedly disconnected from Zoom should work to reconnect by
utilizing the technology available to them at the time. If the student is unable to reconnect,
the student should notify the instructor via their preferred method of communication and then
use the class recording to make up for the lost material.

# Fall 2022 Course Outline (tentative)

<u>Adjustment in the syllabus:</u> Given the uncertainty in the situation of the semester, students may expect to see adjustments in the syllabus during the semester. This will be announced to the students on Canvas and by email. For more detail or any question, please contact me!

Week (Module)	Date	Topic	Video Set	Event
1	8/28 9/3	Lab 1: Python fundamentals I: Numbers, strings, and lists (Lab)	VS1: Numbers, strings, and lists	Homework 1 release
2	9/4 – 9/10	Lab 2: Python Fundamentals II: Conditions and Loops (Lab)	VS2: Conditions and Loops	Lab 1 due Homework 1 due
3	9/11 – 9/17	Lab 3: Dictionary, Tuples, and Methods (Lab)	VS3: Dictionaries, Tuples, and Methods	Lab 2 due Homework 2 release
4	9/18 – 9/24	Lab 4: Intermediary Python I: Files (Lab)	VS4: Files	Lab 3 due Homework 1 due <b>Quiz 1</b>
5	9/25 – 10/1	Lab 5: Intermediary Python II: Functions and Scope (Lab)	VS5: Functions I	Lab 4 due Homework 3 release
6	10/2 – 10/8	Lab 6: Advanced Python I: Variable Assignments & Functions II (Lab)	VS6: Functions II	Lab 5 due Midterm Project release
7	10/23 – 10/29	Lab 7: Advanced Python II: Packages and List Comprehension (Lab)	VS7: Packages and List Comprehensions	Lab 6 due Homework 3 due
8	10/30 – 11/5	Lab 8: Data Wrangling with Pandas I and II (Lab)	VS8: Pandas I	Lab 7 due Quiz 2
9	11/6 – 11/12	Lab 9: Data Wrangling with Pandas III (Lab)	VS9: Pandas II	Lab 8 due Homework 4 release
10	11/13 – 11/19	Lab 10: Data Visualization I and II (Lab)	VS10: Data Visualization	Lab 9 due Final Project release Homework 4 due
11	11/27 – 12/3	Lab 11: Advanced Pandas I (Lab)	VS 11: Pandas Filtering I	Lab 10 due
12	12/4 12/10	Lab 12: Advanced Pandas II (Lab)	VS 12: Pandas Filtering II Optional VS 14: SQL with Pandas	Lab11 due

# **COVID-19 Health and Safety Protocols**

Students experiencing symptoms consistent with COVID-19 or concerned about a possible exposure should contact Habif Health and Wellness Center (314 935-6666) to arrange for testing as indicated. If instructed by Habif to quarantine or isolate, students should notify their instructor as soon as possible by forwarding the email they received from Habif. Any accommodation needs for COVID-related absence not covered in an instructor's standard course policies should be discussed between the student and instructor.

While on campus, it is imperative that students follow all public health guidelines established to reduce the risk of COVID-19 transmission within our community. The full set of University protocols can be found at https://covid19.wustl.edu/health-safety/. This includes:

—Strongly recommended masking in indoor spaces. Masking remains a valuable tool in the mitigation of COVID-19, particularly in light of new and emerging variants. Students and instructors are encouraged to treat requests to mask with care and consideration, keeping in mind that some individuals may be at a higher risk, caring for others at a higher risk, or feeling less comfortable in a mask-optional environment. Based on monitoring of regional and campus conditions, a mask requirement may be implemented as needed. For current masking policies, see the WashU Together website.

Students with disabilities for whom masked instructors or classmates create a communication barrier are encouraged to contact Disability Resources (www.disability.wustl.edu) or talk to their instructor for assistance in determining reasonable adjustments. Adjustments may involve amplification devices, captioning, or clear masks but will not allow for the disregard of mask policies should a requirement be in place.

—Maintaining physical distancing as needed. While distancing requirements have been removed for vaccinated students, those who are not fully vaccinated are strongly encouraged, for their own health, to maintain a distance of 6 ft from others in the classroom. If you are not able to be vaccinated or have conditions that may put you at **increased risk of failed immunity and** classroom activities would bring you in frequent proximity to other students, contact your instructor to discuss alternatives.

—Practicing healthy personal hygiene, including frequent handwashing with soap and warm water for at least 20 seconds and/or using hand sanitizer with at least 60% alcohol.

#### **Reporting Sexual Assault and Harassment**

If a student discusses or discloses an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if a faculty member otherwise observes or becomes aware of such an allegation, the faculty member will keep the information as private as possible, but as a faculty member of Washington University, they are required to immediately report it to the Department Chair or Dean or directly to Ms. Cynthia Copeland, the University's Associate Title IX Coordinator, at (314) 935-3411, cmcopeland@wustl.edu. Additionally, you can report incidents or complaints to the Office of Student Conduct and Community Standards or by contacting WUPD at (314) 935-5555 or your local law enforcement agency. See: Title IX

# **Disability Resources (DR)**

WashU supports the right of all enrolled students to an equitable educational opportunity, and strives to create an inclusive learning environment. In the event the physical or online environment results in barriers to the inclusion of a student due to a disability, they should notify the instructor as soon as possible.

Disabled students requiring adjustments to equitably complete expectations in this course should contact WashU's Disability Resources (DR), and engage in a process for determining and communicating reasonable accommodations. Because accommodations are not applied retroactively, DR recommends initiating requests prior to, or at the beginning of, the academic term to avoid delays in accessing accommodations once classes begin. Once established, responsibility for disability-related accommodations and access is shared by Disability Resources, faculty, and the student.

Disability Resources: http://www.disability.wustl.edu/; 3147-935-5970

# **Statement on Military Service Leave**

Washington University recognizes that students serving in the U.S. Armed Forces and their family members may encounter situations where military service forces them to withdraw from a course of study, sometimes with little notice. Students may contact the Office of Military and Veteran Services at (314) 935-2609 or veterans@wustl.edu and their academic dean for guidance and assistance. See: https://veterans.wustl.edu/policies/policy-for-military-students/.

#### **Preferred Name and Personal Pronouns**

Washington University in St. Louis recognizes that many students prefer to use names other than their legal ones to identify themselves. In addition, in order to affirm each person's gender identity and lived experiences, it is important that we ask and check in with others about pronouns. This simple effort can make a profound difference in a person's experience of safety, respect, and support. See: https://students.wustl.edu/pronouns-information/, https://registrar.wustl.edu/student-records/ssn-name-changes/preferred-name/.

#### **Emergency Preparedness**

Before an emergency, familiarize yourself with the building(s) that you frequent. Know the layout, including exit locations, stairwells and the Emergency Assembly Point (EAP). Review the "Quick Guide for Emergencies" that is found near the door in many classrooms and main lobby areas of buildings for specific emergency information and instructions. For additional Information and EAP maps, visit https://emergency.wustl.edu/. To ensure that you receive emergency notifications, make sure your information and cell phone number is updated in SIS, and/or download the WashU Safe app and enable notifications.

#### To report an emergency:

Danforth Campus: (314) 935-5555

School of Medicine Campus: (314) 362-4357

North/West/South and Off Campus: 911 then (314) 935-5555

#### **Academic Integrity**

Effective learning, teaching, and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Faculty, students and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University in St. Louis.

For additional details on the university-wide Undergraduate Academic Integrity policy, please see: https://wustl.edu/about/compliance-policies/academic-policies/undergraduate-student-academic-integrity-policy/

# Confidential Resources for Instances of Sexual Assault, Sex Discrimination, Sexual Harassment, Dating Violence, Domestic Violence, or Stalking

The University is committed to offering reasonable academic accommodations (e.g. a no-contact order, course changes) to students who are victims of relationship or sexual violence, regardless of whether they seek criminal or disciplinary action. If a student needs to explore options for medical care, protections, or reporting, or would like to receive individual counseling services, there are free, confidential support resources and professional counseling services available through the Relationship and Sexual Violence Prevention (RSVP) Center. If you need to request such accommodations, please contact RSVP to schedule an appointment with a confidential and licensed counselor. Although information shared with counselors is confidential, requests for accommodations will be coordinated with the appropriate University administrators and faculty. The RSVP Center is located in Seigle Hall, Suite 435, and can be reached at rsvpcenter@wustl.edu or (314) 935-3445. For after-hours emergency response services, call (314) 935-6666 or (314) 935-5555 and ask to speak with an RSVP Counselor on call. See: RSVP Center.

#### **Bias Reporting and Support System (BRSS)**

The University has a process through which students, faculty, staff, and community members who have experienced or witnessed incidents of bias, prejudice, or discrimination against a student can report their experiences to the University's Bias Report and Support System (BRSS) team. See: brss.wustl.edu.

#### **Mental Health Services**

Mental Health Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect a student's academic experience. These include conflicts with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety, depression, and thoughts of suicide. See: https://students.wustl.edu/mental-health-services/.

The Division of Student Affairs also offers a telehealth program to students called TimelyCare. While students are encouraged to visit the Habif Health and Wellness Center during business hours, this additional service also provides after-hours access to medical care and 24/7 access to mental telehealth care across the United States, with no cost at the time of your visit. Students who pay the Health and Wellness fee are eligible for this service.

Additionally, see the mental health services offered through the RSVP Center listed above.

#### **WashU Cares**

WashU Cares specializes providing referrals and resources, both on, and off campus for mental health, medical health, financial and academic resources by using supportive case management. WashU Cares also receives reports on students who may need help connecting to resources or whom a campus partner is concerned about. If you are concerned about a student or yourself, you can file a report here: https://washucares.wustl.edu/.

# **The Writing Center**

The Writing Center offers free writing support to all Washington University undergraduate and graduate students. Staff members will work with students on any kind of writing project, including essays, writing assignments, personal statements, theses, and dissertations. They can help at any stage of the process, including brainstorming, developing and clarifying an argument, organizing evidence, or improving style. Instead of simply editing or proofreading papers, the tutors will ask questions and have a conversation with the writer about their ideas and reasoning, allowing for a higher-order revision of the work. They will also spend some time looking at sentence-level patterns to teach students to edit their own work. The Center is located in Mallinckrodt and open Sunday through Thursday from 11:00 am to 9:00 pm and Friday from 11:00 am to 5:00 pm. Students are seen primarily by appointment, but walk-ins will be accepted as the schedule allows. Both in-person and online appointments are available. To make an appointment, go to writingcenter.wustl.edu. Email: writingcenter.wustl.edu.

#### The Learning Center

The Learning Center provides support programs, including course-specific mentoring and academic skills coaching (study and test-taking strategies, time management, etc.), that enhance undergraduate students' academic progress. Contact them at learningcenter@wustl.edu or visit ctl.wustl.edu/learningcenter to find out what support they may offer for your classes.

#### **Center for Diversity and Inclusion (CDI)**

The Center for Diversity and Inclusion (CDI) supports and advocates for undergraduate, graduate, and professional school students from underrepresented and/or marginalized populations, collaborates with campus and community partners, and promotes dialogue and social change to cultivate and foster a supportive campus climate for students of all backgrounds, cultures, and identities. See: https://diversityinclusion.wustl.edu/.

#### **Gephardt Institute**

Students play an essential role in a vibrant and functioning democracy! In addition to the November 2022 midterm elections, state and local elections will take place throughout the year and have a direct impact on our communities. You can register to vote, request an absentee

ballot, confirm your polling location, and get Election Day reminders at http://wustl.turbovote.org for any of the 50 states and Washington D.C. WashU students are considered Missouri residents, and eligible student voters can register to vote in the state of Missouri or their home state. The deadline to register to vote in Missouri in this year's midterm election is Wednesday, October 12, 2022. The election will take place on Tuesday, November 8, 2022. If you are ineligible to vote, you can participate by encouraging your friends to register and vote, engaging your peers in local issues, and taking part in other civic and community engagement activities. For more resources on voting and other civic and community engagement opportunities, please visit http://washuvotes.wustl.edu and http://gephardtinstitute.wustl.edu.