Instructors

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Course Information

EXP 480 Section 901
Class times: Wednesday 5:45-9:00pm
Room: Daley 507   Campus: Loop

Last day to drop the course with no penalty: April 12, 2019. If dropped on or after April 12, 2019, grade of "W" will be assigned.

Course Website

We will use Design to Learn (D2L) to manage course materials and communications: https://d2l.depaul.edu/

Course Overview

In this course, students will partner with the City of Chicago's Innovation and Technology department, the civic entity which has led initiatives such as the CHI 311 mobile app. In teams, students will work with City of Chicago Design Director on projects to understand and improve experiences for Chicago residents. This course will be an excellent opportunity to apply human-centered research and design methods while learning about designing technology and experiences for diverse populations at a city-level.

Prerequisites

HCD 421 Design and Human Experience

Learning Objectives

- Students will engage with local communities as sites of inquiry into the **design** of effective and relevant experiences.
- Students will practice working with others in **cross-disciplinary teams**, to complete jointly authored projects.
- Students will be able to choose an appropriate genre of output for **design-based artifacts tied to human-centered problems of practice**.
- Students will be able to create documents, presentations, and processes to support **communication, critique, and collaboration**.

Required Texts

No required texts. Readings will be provided.

Class Format

Class meetings will involve group discussions, hands-on activities, design work, critique, and presentations of projects. Students should expect to spend **5 to 10 hours per week outside of class time** on reading, data collection, analysis, design, development, and writing activities.

Evaluation & Grading

Coursework includes the following components:

Grade Proportion	Course Requirement
15%	Weekly attendance and class participation
10%	Midterm update/reflection (Individual)
15%	Collaboration and communication (Individual)
50%	Major project deliverables (Group)
10%	Portfolio Piece/Final reflection (Individual)
100%	Total

Weekly attendance (Individual). Attendance will be taken at every class. Grade for this requirement will be based on percentage of classes attended. Consideration will be made for emergencies or other circumstances.

Midterm update/reflection (Individual). In week 5, students will write a summary of their individual contributions to the class project(s) so far, as well as a reflection statement (prompts to be provided). Maximum 2 pages.

Collaboration and communication (Individual). At the end of the course, instructors will assess each student individually on: collaboration, critique, and communication. This grade will be based on instructors' direct observations of work in class, records of meeting notes, presentations in class, and the midterm reflection.

Major project deliverables (Group). Deliverables for projects will be varied and we expect students to contribute to projects in different ways. This grade is based on the overall quality of work produced by the group.

Portfolio Piece/Final reflection (Individual). Students will construct a project summary, which may be used in a professional portfolio. Graded as pass or fail.

Grading Scale

Letter grades are based on the percent of total points earned.

A	93.00%	Excellent
A-	90.00%	Very Good
B+	88.00%	
B	83.00%	Good
B-	80.00%	
C+	78.00%	
C	73.00%	Satisfactory
C-	70.00%	
D+	68.00%	
D	60.00%	
F	0.00%	

Changes to Syllabus

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

Class Schedule

Class	Topics and Activities	Readings	Due
Part 1: Discovery			

Apr 3
Class 1
	• **Meeting with Jason Kunesh (Design Director, City of Chicago)**
	• Topics:
	  • Introductions; reflecting and sharing of skills
	  • Scoping work; planning; creating a schedule
	• Studio:
	  • Team formation: communication, norms		

Apr 10
Class 2
	• **Team updates**
	• Topics:
	  • Applying research methods; UX project management
	  • Guest speaker (TBD)
	• Studio:
	  • Research planning, conduct pilot research
		• In D2L: Civic tech/Chicago readings
		• In D2L: Research methods
			• Team meeting notes/ Summary

Apr 17
Class 3
	• **Meeting with Jason Kunesh**
	• Topics:
	  • Data collection strategies and analysis
	• Studio:
	  • Data analysis
		• In D2L: Research methods	• Team meeting notes/ Summary

Apr 24
Class 4
	• **Team updates**
	• Topics:
	  • Developing insights and principles
	  • Guest speaker (TBD)
	• Studio:
	  • Data analysis
		• In D2L: Research methods	• Team meeting notes/ Summary

May 1
Class 5
	• **Meeting with Jason Kunesh**
	• Topics:
	  • Communicating insights (sketches, journey mapping)
	• Studio:
	  • Reviewing data, data analysis
		• In D2L: TBD	• Midterm update/reflection

Part 2: Design and Prototyping			

May 8
Class 6
	• **Team updates**
	• Topic:
	  • Engaging clients in design and prototyping
	• Studio:
	  • Data analytics, Ideation
		• In D2L: TBD	• Team meeting notes/ Summary

May 15
Class 7
	• **Meeting with Jason Kunesh**
	• Topic:
	  • Design documentation
	• Studio:
	  • Prototyping
			• Team meeting notes/ Summary

May 22 Class 8	• Studio: Team work and feedback in class		• Team meeting notes/ Summary
May 29 Class 9	• Studio: Team work and feedback in class		• Team meeting notes/ Summary
June 5 Class 10	• **Final Project Presentations and Deliverables (with Jason Kunesh**		• **Final Project Presentations**, due in class
		Portfolio Piece/Final Reflection, submit to D2L by Monday, June 10, 2019	

Policies & Expectations

Attendance
Students are expected to attend each class and to remain for the duration. Arrive prepared for class (i.e., complete assigned readings and assignments) and participate actively.

Absence Policy
- Attendance will be taken in each class (and recorded in D2L).
- **Three (3) missed classes may result in a failing grade in the course.**
- **Communicate with instructor(s) if you must miss class or be late for any reason. A quick email is appreciated.**
- Students are individually responsible for material they may have missed due to absence or tardiness.
- Notify instructor(s) in advance if there are any special needs.

Late Policy
- Arrive on time to every class. Tardiness that exceeds 20 minutes is counted as an absence. Important information is communicated at the beginning of class. If there is a reason why you cannot consistently arrive on time to class, please let instructor(s) know.
- Communicate with instructor(s) if you must be late to class for any reason.

Excused Absence
- In order to petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the Absence Notification process through the Dean of Students office. The form can be accessed at http://studentaffairs.depaul.edu/dos/academicprocesses.html. Students must submit supporting documentation alongside the form.
- The instructor(s) reserves the sole right whether to offer an excused absence and/or academic accommodations for an excused absence.

Class Behavior
- Food and drink during class is ok.
- Internet surfing and checking email, etc. during class when your attention is expected is disrespectful and unprofessional.
- <u>Be a respectful participant by keeping phones in silent mode and do not text in class.</u> If you have a need to be available by phone (sick relative, etc.), please let the instructor(s) know.
- <u>Be engaged in class discussions and workshop activities</u>:
  - Show leadership and take initiative in group efforts
  - Show genuine effort to cooperate with others
  - Frequently and eagerly offer your thoughts, perspectives, and responses to instructor/classmates
  - Make contributions that reflect excellent preparation (i.e., complete required reading)
- <u>Practice professionalism</u>
  - Communicate (face-to-face, emails, etc.) with the professor and students in a professional manner
  - Use body language (ex., eyes, posture) that shows active listening during instructor/student presentations

- Be careful not to distract others (socializing, sleeping, leaving early or during class, reading unrelated material, doing homework for another class or wearing inappropriate attire);
- Be respectful towards others

Preferred Name & Gender Pronouns
Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at http://policies.depaul.edu/policy/policy.aspx?pid=332

Attitude
A professional attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

Late Assignments
Completing assignments on time is essential for this class. Thus, to encourage accountability, *late assignments will not receive credit unless acceptable reasons are documented (sickness, family emergency) <u>and</u> communicated to me by 24 hours before due date.* If you expect to need more time for an assignment, reach out to the instructor *sooner* rather than later!

Email Policy
On weekdays, you can expect the instructors to return emails within 24 hours. Expect a delayed response on weekends. In the spirit of practicing professional communication, make an effort to write email messages in a formal, professional tone (e.g., proper greeting, correct spelling, etc.).

Civil Discourse
DePaul University is a community that thrives on open DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

Group Assignments

When working in groups, you are responsible for communication outside of class within your group. It is your responsibility to be proactive in reaching out to group members and working together to complete assignments. When a group assignment is handed in, it is assumed that the work represents the final deliverable for the whole group. The entire group should review the assignment before it is handed in. If your group is having trouble communicating and/or working together, please contact me as soon as possible to resolve issues.

Anti-slacker Rule

- 50% of your final grade is based on your group project. Therefore, it is imperative that you significantly contribute to your team project.
- In EXTREME cases, if group members have clear evidence that another member is not contributing in a substantial manner to the project, they can formally fire that team member. First, the team should formally communicate their concerns and evidence of lack of engagement with me via email, copying all the members other than the one in question. I will then send ONE written warning to the team member. If the team member in question still does not participate in a satisfactory manner, the group should send me another email with evidence of lack of participation and again explaining the circumstances. The team member will then receive written notification from me that they have been fired. A fired member will still be required to submit the same assignments on the same topic as their former group. A fired group member will automatically lose 30% of the points on ALL subsequent submissions for the project.

Coursework Grade Review Requests

Every effort is made to grade in a fair and consistent manner. Should a disagreement arise about a course grade, the student may submit a grade review request in writing to the instructor. The request must be submitted within 48 hours after the assignment grade has been posted. The request must include the student's argument for a different grade evaluation, based on verifiable evidence presented by the student. A re-grading may results in points added, deducted, or no change. The instructor handles grade review requests and responds to the student with a review decision as soon as possible.

Incomplete Grades

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx

Withdrawal

Students who withdraw from the course do so by using the Campus Connection system. Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

Resources for Students with Disabilities

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations:

Loop Campus – Lewis Center #1420 – (312) 362-8002
Lincoln Park Campus – Student Center #370 – (773) 325-1677

Students who register with the Center for Students with Disabilities are also invited to contact Dr. Gergory Moorhead, Director of the Center, privately to discuss how he may assist in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain confidential to the extent possible.Please see https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx for Services and Contact Information.

Academic Integrity & Plagiarism

This course will be subject to the university's academic integrity policy. More information can be found at https://resources.depaul.edu/teaching-commons/teaching/academic-integrity/Pages/default.aspx.

Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading and incompletes can be found at: http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx

Online Course Evaluations

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Please see https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx for additional information.

Visit the Writing Center

Consider visiting the Writing Center to discuss your written assignments for this course. Writing Center Tutors are specially trained undergraduate and graduate students who can help you at any stage of your writing project. They can help you focus and develop your ideas, review your drafts, and polish your writing, as well as answer questions about grammar, mechanics, style, and citation. You may schedule appointments on an as-needed or weekly basis. In addition to Face-to-Face

appointments, the Writing Center also provides Written Feedback by Email and Online Appointments. Be sure to schedule your appointment with enough time to think about and incorporate the feedback you'll receive. Bring/upload your assignment handout and/or any other relevant materials to your appointment. To schedule a Face-to-Face, Written Feedback by Email, or Online Appointment, visit www.depaul.edu/writing. You can also call one of our offices: (312) 362-6726 (Loop Office, 1600 Lewis Center) or (773) 325-4272 (LPC Office, 250 McGaw Hall). When possible, the Writing Center accepts walk-in requests, but it's always a good idea to schedule your appointment ahead of time. You may schedule tutorials on an as-needed basis or as weekly standing appointments up to 3 hours per week. All Writing Center services are free to the DePaul community.