UNDERGRADUATE RESEARCH IN DAS

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| **Course Number:** dig4917 | **Instructor:** TBD |
| **Semester/Year:** TBD | **Office location/Hours:** TBD |
| **Credit Hours:** 0 - 3 | **Contact email:** TBD |
| **CLASS LOCATION:** TBD | **CONTACT PHONE:** TBD |
| **Class meeting time(s):** TBD | **COURSE WEBSITE:** elearning.ufl.edu |

Course Description

Undergraduate Research Assistant provides DAS students with research experience at the intersection of digital arts and sciences. Research Assistants work directly with DAS faculty to explore and produce various research in interactive tools and technologies. Students will accelerate their professional development as both a researcher and digital artist.

**COURSE PREREQUISITE**

Junior-Level Standing

Purpose of Course

Undergraduate Research Assistants help DAS faculty conduct cutting edge research projects. You will learn first-hand how researchers set up and conduct a research project, how to collect data, and how they interpret the data. You will also contribute to the creation of new technologies and techniques within interactive digital media.

Course Goals and/or Objectives: By the end of this course, students will be able to:

1. Hone oral and written communication methods
2. Develop a troubleshooting process for conducting research
3. Practice data collection and analysis
4. Be able to pursue research opportunities of their own

###### **course schedule:**

***0 Credit Hours***: *Students can enroll in this course for 0 credit hours. This situation would be preferred by students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss with their faculty advisor the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated on the Digital Worlds Zero Credit Application Forum.*

***1-3 Credit Hours***: Students can take 1-3 credits per semester, with a maximum of 4 hours to count toward the major. For each credit taken, students must complete 45 hours of work during this semester. This translates into 3 hours per week during Spring and Fall semesters, 3.75 hours per week during Summer C, and 7.5 hours per week during Summer A or Summer B (for each credit taken).

NOTE: Scheduled meeting times will vary by semester and supervising faculty.

## **Required textbooks aNd SOFTWARE:**

To be determined by research faculty.

## **Weekly Topics and Assignments**

Students will participate regularly with a DAS faculty member on their research project. Students will undertake roles and assignments as assigned by the supervising faculty and will meet weekly to review their responsibilities and objectives.

## **Assignments**

To be determined by research faculty.

## **Course Fees:**

Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course of instruction. A list of [approved courses and fees](http://www.registrar.ufl.edu/soc/) is published in the Schedule of Courses each semester. (UF-3.0374 Regulations of the University of Florida).

Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is $0

The total course fee for each course is listed on the UF Schedule of Courses. (<https://registrar.ufl.edu/soc/>).

## **EVALUATION of grades**

This course is graded on an S/U basis. S grades will be assigned to students who consistently attend the classes and meetings, demonstrate significant involvement through various assignments, and submit weekly report to the instructor.

These weekly reports are expected to illustrate the knowledge that students are acquiring as well as discuss the skills that they are putting into practice. Instructors will use the updates to assess the work that students have accomplished, how it relates to course learning goals and objectives, how it shows their development in a variety of areas within the digital arts and sciences. The specific details of what students will discuss, and content are on a course by course basis.

* Assignments: 40%
* Weekly Report: 40%
* Attendance: 20%

80% or higher = Satisfactory

79% or lower = Unsatisfactory

More information on grades and grading policies is here: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## **Course Policies:**

**Class Participation/Demeanor Policy**

Participation in all aspects of this course is essential to your success. It is expected that you will participate fully in your responsibility as an undergraduate research assistant. It is also expected that all interaction in undertaken with a level of professionalism that demonstrates understanding of the professional competencies and decorum of the field. Excused absences are consistent with university policies in the undergraduate catalog.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Course Technology

The students will be required to have access to and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Students are required to access electronic forms of information, submit assignments and communicate with other students and faculty electronically. DW requires each student’s mobile computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

DW Computer Requirements

<http://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/new-student-buyers-guide/>

Course Communications

Students can communicate directly with the Instructor regarding the research material through the course management system (CANVAS). Electronic communication must demonstrate a formal tone and style and, unless absolutely urgent, will be responded to M-F from 9 AM to 5 PM.

## **Course Technology Support:**

The [Technology Support Center](http://digitalworlds.ufl.edu/institute-information/student-support/tsc/) provides computer support for Digital Worlds students who access Visimeet, lecture recordings, student equipment, facilities and other technology-based resources.

<http://digitalworlds.ufl.edu/support>

For computer assistance related to Visimeet, lecture recordings, student equipment, and facilities request please [Submit a Help Ticket](http://digitalworlds.ufl.edu/academics/digital-worlds-institute/forms/student-support/submit-a-help-ticket/) or email [support@digitalworlds.ufl.edu](http://digitalworlds.ufl.edu/institute-information/student-support/tsc/support%40digitalworlds.ufl.edu).

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the [UF Computer Help Desk](http://helpdesk.ufl.edu) available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu.

## **UF Policies:**

### University honesty Policy

UF students are bound by The Honor Pledge that states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The [Honor Code](https://www.dso.ufl.edu/sccr/process/student-conducthonor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### CLASS DEMEANOR

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

### Students requiring accommodations

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](http://www.dso.ufl.edu/drc/) (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### Netiquette Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### Online course evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing [online evaluations](https://evaluations.ufl.edu/). Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at [evaluation results](https://evaluations.ufl.edu/results/).

## **CAMPUS RESOURCES**

Health and Wellness

**U Matter, We Care**

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.

Counseling and Wellness Center

<http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning- support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>

Student Complaints Campus:

<https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf>

On-Line Students Complaints:

 <http://www.distance.ufl.edu/student-complaint-process>

Disclaimer: This syllabus represents the instructor’s current plans and objectives.  As we go through the semester, those plans may need to change to enhance the class learning opportunity.  Such changes, communicated clearly, are not unusual and should be expected.