UTD

S19 ATCM4397.008 – Senior Seminar

Syllabus 2019-01-21 version

Instructor:
Dr. Maximilian Schich, Associate Professor in ATEC
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Time: Thursday 16:00 am – 18:45 pm | **Room:** ATC 2.918

Box folders:
Assignment upload: https://utdallas.box.com/v/S19-ATCM4397-008-upload (expires May 31, 2019)
Material download: https://utdallas.box.com/v/S19-ATCM4397-008-download (expires May 31, 2019)

Course Description
The *ATCM 4397 Senior Seminar* is the culminating course in Arts, Technology, and Emerging Communication. Students in this course will engage in the creation of an advanced creative and/or research project related to their pathway's central questions. The course is restricted to students enrolled in their last long semester at UT Dallas. Department consent required.

Learning Outcomes
By the end of the Senior Seminar, students will complete a final capstone project that feeds into their portfolio. On the way, students will nurture each other through mutual constructive criticism.

Required Materials
This course has no required textbook. Be prepared to take notes.

Schedule, assignments, and course specific policies
The full course schedule (on the next page) includes session topics, assignment due dates, submission reminders, and general capstone related dates. The **assignments a1 to a7** are specified in more detail on the following pages. The assignments are designed to help students raise the quality, make progress towards finalizing their project, and to better communicate their final results. The course-specific policies at the end of the syllabus complement the standard UT Dallas policies that you must know and follow (available at http://go.utdallas.edu/syllabus-policies).

Presentations & group work
During the semester students present their capstone projects in a 5-minute **proposal presentation**, sparking 10 minutes of discussion. At the end of the semester students do a **final presentation** in a 15 minute time slot including discussion. In between, students engage in **group work**, both *defending & brainstorming* their own work, and *questioning & helping* others. The presentation and group schedule will be settled in the second session and made available in the BOX download folder. For presentation, students can use their own computer (with HDMI) or upload the presentation file (PDF or PPTX) to the BOX upload folder no later than one hour before class, using the filename convention YourNetID-proposal-slides.pdf and …-final-slides.pdf.

Course schedule

Session	Date	Description	Filename convention*
1	2019-01-17	Introduction & group setup	
2	2019-01-24	Abstract, workflow, and presentation how-to	
	2019-01-25	a1 due: Upload your three phrases to Box (1 page pdf)*	YourNetID-a1-phrases.pdf
3	2019-01-31	Proposal presentations 1/3 (5 min + 10 min discussion)	
4	2019-02-07	Proposal presentations 2/3	
5	2019-02-14	Proposal presentations 3/3	
6	2019-02-21	Group critique & brainstorm with *similar* peers 1/3	
7	2019-02-28	Group critique & brainstorm with *similar* peers 2/3	
	2019-02-29	a2 due: Proposal abstract (1 page pdf, title, 500 word abstract, opt. fig)*	YourNetID-a2-abstract.pdf
	2019-02-29	a3 due: Weekly report 1-7 (7 page pdf max, start to mid-term)*	YourNetID-a3-report.pdf
8	2019-03-07	Group critique & brainstorm with *similar* peers 3/3	
	2019-03-09	midterm grades available in Orion	
9	2019-03-14	Instructor's "Ask Me Anything" (think of issues others may have too)*	
	2019-03-21	spring break	
X	2019-03-28	No session, but special assignment a4 (prepare five key references)	
	2019-03-29	a4 due: Five key references	YourNetID-a4-references.pdf
	2019-04-04	Outstanding Capstone Award nomination due	
10	2019-04-04	Group critique & brainstorm with *diverse* peers 1/2	
11	2019-04-11	Group critique & brainstorm with *diverse* peers 2/2	
	2019-04-12	Outstanding Captstone Award student audition	
12	2019-04-18	Final presentations 1/3 (15 min total)	
13	2019-04-25	Final presentations 2/3 (15 min total)	
14	2019-05-02	Final presentations 3/3 (15 min total)	
	2019-05-03	a5 due: Final abstract (1 page pdf, title, 500 word abstract, fig optional)*	YourNetID-a5-abstract.pdf
	2019-05-03	a6 due: Final weekly report (15 page pdf max, start to finish)*	YourNetID-a6-report.pdf
	2019-05-03	a7 due: Final capstone project (15 page pdf, paper/portfolio + archive)*	YourNetID-a7-final.pdf (& .zip)°
	2019-05-09	Capstone Celebration & Award presentations	
	2019-05-15	final grades available in Orion	

* The filename convention is obligatory for all assignment submissions. Generic in short: *Create* the file with thw specified filename, *replace* "YourNetID" with your NetID, and *submit* your assignment to https://utdallas.box.com/v/S19-ATCM4397-008-upload
** Please be aware that non-compliant submissions will not count as submitted. Particularly avoid to submit things like "word.pdf", "a1.pdf", etc. Within PDF files, please include *your NetID and the assignment number on page* one and *paginate* the whole file.
° The archive ZIP is optional, if your PDF paper or portfolio provides comprehensive documentation of your project achievement. File and folder names within ZIP files are subject to common sense. Yet, each zip file should unzip to a single folder named equivalent to the ZIP file itself for obvious reasons. You can achieve this by naming the folder first, then zip for submission.

These descriptions and timelines are subject to change at the discretion of the professor.

Assignment a1: Test-upload to Box
Put your **three three-word phrases** regarding *subject domain, method, and criterium of awesomeness/enthusiasm*, together with **your name** and **NetID** on a single PDF page, letter size, and landscape orientation. Upload the file to the Box upload folder as specified on page one of this syllabus. Stick to the following file name convention: YourNetID-a1-phrases.pdf

Assignment a2 & a5: Proposal abstract & final abstract
Research papers and funding applications typically start with a "summary abstract paragraph". Large projects often issue mission statements and presidential summaries. Job applicants have to convince with elevator pitches or the first paragraph of their cover letter. In this assignment, aim to *convince yourself and your peers by first formulating a proposal abstract, later iterated into your final abstract*. Hand in no more than a single page in PDF format, letter size, and landscape orientation. Include a **title**, the **abstract paragraph**, and optionally a **figure** with a **one-line caption**.
The title should be no longer than a Tweet and indicate the subject domain, the method, and ideally a criterium of awesomeness. The abstract should be no more than 500 words. Include at least one sentence for each of the following aspects:
- a statement regarding the current general situation;
- a statement specifying an existing issue or gap that your capstone project fills;
- a statement how you address the specific issue ("Here I aim to..." or "Here I show…");
- a statement outlining the concrete results; and finally…
- a statement how your results will change the general situation.

Don't underestimate this assignment based on the brevity of the final text. Formulating your success strategy and summarizing your results is an act of poetry. You are encouraged to add a figure with a one-line caption but stick to one page. Use the filename convention of YourNetID-a2-abstract.pdf at midterm, and YourNetID-a5-abstract.pdf at the end of the semester.

Assignment a4: Five key references
Identify five key references related to your interest of study. Include at least one state-of-the-art general textbook or scholarly review paper; include at least one cutting-edge scholarly publication that goes beyond established textbooks; and include at least one classic scholarly publication that precedes the World Wide Web in terms of publication date. Use APA style for your five references (https://owl.english.purdue.edu/owl/resource/560/01/). Rationalize your choice in a single explanatory one-line sentence below each reference. Hand in no more than a single page in PDF format, letter size, and portrait orientation. Stick to the filename convention: YourNetID-a4-five-references.pdf

Assignment a3 & a6: Weekly Report
To document your own thoughts and contributions related to your project and to group discussion in class, please record a weekly report. The final target size of the weekly report should not exceed 7 pages at midterm, and 15 pages at the end of semester, i.e. a single page per week on average. Indeed, an informative 150 to 250 words per week (plus visuals) are fine. You are encouraged to use visual material to document your process yet stick to a single page per week. The weekly report should be a PDF, letter-size, portrait-orientation, with no other restrictions. To make this easier, think of this report as a summary version of your lab notebook or journal. It makes sense to include your individual success strategies, your acts of collaboration, failures and their mitigation, and to explain your individual workflow. Use the filename convention of YourNetID-a3-report.pdf at midterm, and YourNetID-a6-report.pdf at the end of the semester.

Assignment a7:
Your final capstone project can be a ***research paper or creative work***. In both cases I will grade a maximally 15 page PDF that either contains or documents the results of your work. Feel free to add *supplementary material*, such as a movie file, computer code, links to online material, etc. To submit supplementary material, pack them in a single ZIP file. If the project is digital in nature, I encourage you to wrap up your project in a *project archive folder*, which you can include in the zip. Filename convention: YourNetID-a7-final.pdf and .zip.

Assignment submission:
To hand in any assignment, upload the respective file to our UTD Box upload folder no later than midnight on the due date. Follow the submission guidelines in the footnotes on the schedule page of this syllabus. Please be aware that you will lose credit, if you don't follow the file-name convention for submission. => https://utdallas.box.com/v/S19-ATCM4397-008-upload

Grading Criteria:
All work should conform to professional and ethical standards, so "proofread" and edit work that you submit in this class for clarity, mechanics, and style issues. This applies to graphics/visuals or any other chosen genre of expression, much like text. Professionalism also means that you use appropriate source citations wherever and whenever necessary. You should not submit any work for this course that you developed for another course without written permission from both course instructors. While you may explore topics across courses, the work you submit for this course should be substantially different from the work that you submit in any other course. All individual grades are scored out of 100 points. Because the grades are weighted, a simple average will not determine your grade.

Relative Shares Contributing to Your Grade:
30% Participation & Attendance + 20% Project presentation + 50% Final project = TOTAL 100%

Grade Rubric for Assignments:
To make a C or less, simply do not follow the assignment instructions, refuse to collaborate in groupwork, disregard filename and file format conventions, and/or turn it in after the deadline. To make a B, follow the assignment instructions, avoid "spelling and grammar errors" in writing and graphics, follow filename and file format conventions, turn it in on time, and include academic references where necessary. To make an A, aim for excellence in terms of presentation and content, including references and graphical layout.

Participation & Attendance:
More than just attendance, this grade reflects how you share your ideas, participate in classwork, engage your classmates, and behave with respect toward them. Your comments and insights contribute to the class' success, so you must attend class prepared to discuss material as a public, interactive process. Everyone benefits when you engage alternative perspectives, challenge interpretations, and invite constructive arguments as long as you do so respectfully.

   This grade explicitly includes civility and professionalism in all course communication and behavior, such as contributing to conversations, respecting others' opinions, working together in a spirit of cooperation, and actively listening to those who are speaking. Some of the ways you can demonstrate your skills in this area include (but certainly are not limited to): Keeping the class in the foreground of your attention; Showing respect to your peers and to the instructor in your listening and communicating behaviors; Participating actively in class rather than simply waiting to be called on; Adding value with your contributions to discussion, such as connecting disparate ideas, bringing topical information to the table, and asking insightful questions; Taking responsibility for the consequences of your choices and actions; Demonstrating a strong work ethic by engaging all ungraded work (such as completing assigned readings, minor homework, and in-class exercises) with a mindfulness and timeliness to reflect a professional approach to the class.

Late Work:
If a personal situation arises during the semester that may affect your classroom performance, please talk to me sooner rather than later. In other words, be proactive. If you wait until the end of the semester, I cannot help you. I can work with you more easily if you speak to me when the situation arises. I can't help you if I don't know you need help. You can have make-up privileges for university-specified circumstances, including religious holy days and university-sponsored activities. If you must miss class or deadlines for such reasons, you must make arrangements with me in advance.

Digital Devices:
You may use laptops, tablets, cell phones, and other digital devices so long as you use them responsibly and respectfully and particularly if you use them to enhance the class-experience. If your digital device disturbs other students or interferes with your ability to participate meaningfully in class activities, you may be asked to remove the distraction and/or leave class, thus losing credit for any of the day's activities. Please silence device notification settings before class begins and refrain from accepting calls in class. However, if I see you are texting or emailing with a friend, watching a movie, or playing video poker, I will not be happy and may ask you to leave from that day's class.