**Research Prep 199 and 99 Syllabus**

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**Office hours**: The best way to contact me is by email to set up a time to talk

# **Course Materials**

# Slides for the lectures are posted at <https://qcb.ucla.edu/collaboratory-2/workshops/>

# **Course Description**

Through this course graduate students are eligible to receive credits for successfully completing the QCB Collaboratory Workshops.

Workshops are offered quarterly with the exception of summer. Each workshop runs for 2-3 days, 2-3 hours per day, and are held weekly. Attendance is mandatory for all days.

**To receive course credit for Research Prep 199, students must register for at least 4 workshops taught during the quarter; while receiving course credit for Research Prep 99, students must register for at least 2 workshops taught during the quarter**. **All workshops must be attended in-person to receive credit**. If the course is full, please request a PTE by emailing matteop@mcdb.ucla.edu.

The workshops introduce graduate students to contemporary methods and techniques in bioinformatics that are used to analyze high-throughput genomic data. Workshop topics include Introduction to the Unix, NGS data analysis, R Programming, BS-Seq, RNA-seq, Python, Single Cell RNA-seq among others.

For a complete list of workshops, click here: <https://qcb.ucla.edu/collaboratory/schedule-of-workshops/>

# **Learning Outcomes for this Course**

# Foundational Knowledge: How big data in biology is analyzed

# Application Goals: To use current informatics tools for the analysis of sequence and image data

# Integration Goals: How do we interpret data that is generated by informatics tool to arrive at an understanding of the interpretation of the experiment

# Human Dimensions Goals: Am I able to carry out data processing pipelines using the latest genomics tools?

# Caring Goals: Can I interact with my classmates and instructors in order to solve problems that arise while conducting research?

# "Learning-How-to-Learn" Goals: Can I learn to carry our independent research, while at the same time reaching out for help when problems occur?

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# **How to Succeed in this Course (Expectations for Students)**

# The students are expected to learn to use the informatics tools in the lab portion of the course. While they will have support from instructors and classmates, this work is largely conducted independently.

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# **Helping You Succeed & Creating an Inclusive Classroom Community (Instructor, TA, and Community Expectations)**

UCLA’s Office for Equity, Diversity, and Inclusion provides resources, events, and information about current initiatives at UCLA to support equality for all members of the UCLA community. I hope that you will communicate with me or your TA if you experience anything in this course that does not support an inclusive environment, and you can also report any incidents you may witness or experience on campus to the Office of Equity, Diversity, and Inclusion on [their website](https://equity.ucla.edu/).

# **Course Schedule**

* **The schedule of workshops may be found here**: <https://qcb.ucla.edu/collaboratory-2/schedule-of-workshops/>

# **How Your Learning Will Be Assessed (Grading Policy)**

The final grade will be determined by **participation (25%)**, **a final exam for each workshop (50%)**, **and a homework assignment for each workshop (25%).**

**Why I do not grade on a curve:** In recent years, research into higher education assessment practices have shown that grading on a curve can create unnecessarily competitive environments for students and result in outcomes that disadvantage some groups of students over others. This is true in data collected and analyzed for our students at UCLA as well. For this reason, I do not grade on a curve. Your grade is therefore not based on how you did in comparison to your peers, but instead how successful you are at evidencing that you have mastered the intended learning goals for that specific assessment. However, if I do find that particular assessment questions I gave an assignment or exam were unreasonably challenging, unclear, or unfair for any reason I will provide additional credit as appropriate. If you ever feel that an assignment or specific question is unfair or confusing please come and speak with me or your TA (ideally before it is due or during the assessment, but afterwards is okay also) so that we can address this concern as soon as possible. I am committed to making sure the assessment of your learning is comprehensive, fair, and incorporates best practices from education research on assessment design and inclusive practices.

**Grading Scale:** (Modify as appropriate)

|  |  |
| --- | --- |
| Letter Grade | Percentage |
| A+ | 99-100% |
| A | 93%-98.9% |
| A- | 90%-92.9% |
| B+ | 87%-89.9% |
| B | 83%-86.9% |
| B- | 80%-82.9% |
| C+ | 77%-79.9% |
| C | 73%-76.9% |
| C- | 70%-72.9% |
| D | 60%-69.9% |
| F | 0%-59% |

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# **Student Resources for Support and Learning**

**Providing feedback to me and to your instructor:** I encourage your feedback at any time throughout the quarter about things that are helping you learn, or things that aren’t helping. Please let communicate with me if there are ways that we can improve the course to better support student learning.

**Personal Problems:** I understand that sometimes life makes it difficult to focus on schoolwork. If you are having a personal problem that affects your participation in this course, please talk to me to create a plan. Please do not wait until the end of the quarter to share any challenges that have negatively impacted your engagement and academic performance. The sooner we meet, the more options we will have available to us to support your overall academic success. If you are not comfortable speaking with me directly, please utilize the other student resources provided below in order to understand how to best approach success in this course given your personal needs as soon as possible.

**Academic Accommodations Based on a Disability:** Students with disabilities requiring academic accommodations should submit their request for accommodations as soon as possible, as it may take up to two weeks to review the request. For more information, please visit the CAE website ([www.cae.ucla.edu](http://www.cae.ucla.edu/)), visit the CAE at A255 Murphy Hall, or contact us by phone at (310) 825-1501..

If you are already registered with the Center for Accessible Education (CAE), please request your Letter of Accommodation on the Student Portal. If you are seeking registration with the CAE, please submit your request for accommodations via the CAE website. Please note that the CAE does not send accommodations letters to instructors--you must request that I view the letter in the online Faculty Portal.***Once you have requested your accommodations via the Student Portal, please notify me immediately so I can view your letter.***

**Campus Resources and Support Services around UCLA Available to Students: Students in Crisis:** From the Office of the Dean of Students: [Faculty and Staff 911 Guide for Students](https://ceils.ucla.edu/wp-content/uploads/sites/2/2016/08/911Guide.pdf), commonly known as the “Red Folder.” This tool is intended to provide you with quick access to important resources for assisting students in need.

**Bruin Resource Center:** Includes services for transfer students, undocumented students, veterans, and students with dependents.<http://www.brc.ucla.edu/>

**Counseling and Psychological Services Wooden Center West:** (310) 825-0768 [www.caps.ucla.edu](http://www.caps.ucla.edu/)

**Letters & Science Counseling Service:** A316 Murphy Hall: (310) 825-1965 [www.college.ucla.edu](http://www.college.ucla.edu/)

**Academics in the Commons at Covel Commons:** (310) 825-9315 free workshops on a wide variety of issues relating to academic & personal success [www.orl.ucla.edu](http://www.orl.ucla.edu/) (click on “academics”)

**College Tutorials at Covel Commons:** (310) 825-9315 free tutoring for ESL/math & science/composition/and more! [www.college.ucla.edu/up/ct/](http://www.college.ucla.edu/up/ct/)

**Lesbian, Gay, Bisexual and Transgender Resource Center Student Activities Center, B36:** (310) 206-3628 [www.lgbt.ucla.edu](http://www.lgbt.ucla.edu/)

**Dashew Center for International Students and Scholars 106 Bradley Hall:** (310) 825-1681 [www.internationalcenter.ucla.edu](http://www.internationalcenter.ucla.edu/)

**Student Legal Services; A239 Murphy Hall:** (310) 825-9894; [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu/)

**Dean of Students Office; 1206 Murphy Hall:** (310) 825-3871;  [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu/)

# **Additional Course Policies and UCLA Policies**

Use this section to clearly communicate to students about such policies as the use of laptops/phones, tardiness, expectations related to group work, communication policies, missing class, safety requirements, or other course-specific policies.

**Use of Laptops, Tablets or Phones in Class:** You can decide if you want to use your laptop, tablet or phone in class. [Research finds](http://www.sciencedirect.com/science/article/pii/S0360131512002254?np=y) that laptop multitasking is likely to hinder not only your own learning, but also the learning of anyone who can see your laptop. For the sake of your peers’ learning, I therefore ask that if you use an electronic device during class, either only have lecture notes showing or sit in the back row.

**Message about Academic Integrity to all UCLA Students from UCLA Dean of Students:**  UCLA is a community of scholars. In this community, all members including faculty, staff and students alike are responsible for maintaining standards of academic honesty. As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in your academic endeavors. You are evaluated on your own merits. Cheating, plagiarism, collaborative work, multiple submissions without the permission of the professor, or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings usually resulting in **suspension** or **dismissal**.

**Forms of Academic Dishonesty:** As specified in the UCLA Student Conduct Code, violations or attempted violations of academic dishonesty include, but are not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic dishonesty:

**Cheating:** Unauthorized acquiring of knowledge of an examination or part of an examination

* Allowing another person to take a quiz, exam, or similar evaluation for you
* Using unauthorized material, information, or study aids in any academic exercise or examination – textbook, notes, formula list, calculator, etc.
* Unauthorized collaboration in providing or requesting assistance, such as sharing information
* Unauthorized use of someone else’s data in completing a computer exercise
* Altering a graded exam or assignment and requesting that it be regraded

**Plagiarism:** Presenting another’s words or ideas as if they were one’s own

* Submitting as your own through purchase or otherwise, part of or an entire work produced verbatim by someone else
* Paraphrasing ideas, data or writing without properly acknowledging the source
* Unauthorized transfer and use of someone else’s computer file as your own
* Unauthorized use of someone else’s data in completing a computer exercise

**Multiple Submissions:** Submitting the same work (with exact or similar content) in more than one class without permission from the instructor to do so. This includes courses you are currently taking, as well as courses you might take in another quarter

**Facilitating Academic Dishonesty:** Participating in any action that compromises the integrity if the academic standards of the University; assisting another to commit an act of academic dishonesty

* Taking a quiz, exam, or similar evaluation in place of another person
* Allowing another student to copy from you
* Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above (e.g., giving test information to students in other discussion sections of the same course)

**Fabrication:** Falsification or invention of any information in an academic exercise

* Altering data to support research
* Presenting results from research that was not performed
* Crediting source material that was not used for research

While you are here at UCLA, you may find yourself in a situation where cheating seems like a viable choice. You may rationalize to yourself that “Everyone else does it”…Well, they don’t. And will that matter when YOU get caught? NO! If you are unsure whether what you are considering doing is cheating, just ask yourself …how would you feel if your actions were public, for anyone to see? Would you feel embarrassed or ashamed? If the answer is yes, that’s a good indicator that you are taking a risk and rationalizing it to yourself.

If after reviewing the information above, you are still unclear about any of the items – **don’t take chances**, don’t just take your well-intentioned friend’s advice – ASK your TA or your Professor. Know the rules - Ignorance is NO defense. In addition, avoid placing yourself in situations which might lead your TA or Professor to **suspect you of cheating**. For example, during an exam don’t sit next to someone with whom you studied in case your answers end up looking “too similar.”

**Alternatives to Academic Dishonesty**

* **Seek out help** – meet with your TA or Professor, ask if there is special tutoring available.
* **Drop the course** – can you take it next quarter when you might feel more prepared and less pressured?
* **Ask for an extension** – if you explain your situation to your TA or Professor, they might grant you an extended deadline.
* **See a counselor** at Student Psychological Services, and/or your school, college or department – UCLA has many resources for students who are feeling the stresses of academic and personal pressures.

Remember, **getting caught cheating affects more than just your GPA**. How will you explain to your parents, family and friends that you have been suspended or dismissed? How will it affect your financial aid award and/or scholarship money? Will you be required to, and be able to pay back that money if you are no longer a student? If you live in the residence halls, where will you go if you are told you can no longer live there?

You have worked very hard to get here, so don’t cheat! If you would like more information, please come see us at the Dean of Students’ Office in 1206 Murphy Hall, call us at (310) 825-3871 or visit their website at [www.deanofstudents.ucla.edu.](http://www.deanofstudents.ucla.edu/)

**COVID-19 Policy**

Keeping our community safe depends on each of us following the latest UCLA health and safety guidelines. While campus policies fluctuate with shifting local, state, and national mandates, current

information is available at [covid-19.ucla.edu](http://covid-19.ucla.edu/).

At present, each of us:

● Is responsible, regardless of vaccination status, for wearing an [approved mask](https://covid-19.ucla.edu/ucla-return-to-campus/) that fully covers

our nose and mouth for the duration of class, office hours, or other course-related activity.

○ Disposable masks are available at the Wooden Center for anyone unable to obtain a

mask or who has forgotten to bring one to campus.

○ Appropriate masks include medical grade, including surgical masks, non-woven

KN95 masks, and N95 respirators.

○ Please note that scarves, balaclavas/ski masks, single-layer fabric masks and neck

gaiters, bandanas, and turtleneck collars are not adequate.

○ For those that have a medical reason not to wear a mask, you can contact the [Center for](https://cae.ucla.edu/)

[Accessible Education](https://cae.ucla.edu/) (CAE) to have this exception approved and sent to instructors.

● Must be fully vaccinated by September 9th. Per the COVID-19 Response and Recovery Task

Force, unvaccinated students must comply with [twice-weekly testing](https://www.studenthealth.ucla.edu/covid-19-self-test-options-campus).

● Is required to complete [daily symptom checks](https://uclasurveys.co1.qualtrics.com/jfe/form/SV_3qRLtouCYKzBbH7), regardless of vaccination status.

Be advised that refusal to comply with current campus directives related to COVID-19 mitigation will

result in dismissal from the classroom and referral to the Office of Student Conduct. If you have any

questions or concerns about UCLA’s COVID-19 protocol, go to

<https://covid-19.ucla.edu/information-for-students/>; if you have any questions specific to this course, I

am happy to talk further. Thank you for protecting your fellow Bruins!

**Please keep this syllabus easily accessible so that you can refer to it throughout the quarter. Contact me or your instructor with any clarifying questions in advance of the quarter or within the first week. I look forward to getting to know you and supporting your learning in this course.**