VIP Digital Deliberation: Syllabus Spring 2027

VIP 2601, 3601, 3602, 4601, 4602 (all Section VVA), 6602 (Section OVA); Variable Credits

Wednesday, 11-11:50am. All meetings, besides the first one (DM Smith 112), online on Teams

Instructor Information

Instructor	Email	Drop-in Hours & Location
Dr. Michael Hoffmann	m.hoffmann@gatech.edu	arrange by email

General Course Information

Description

Our team works on a platform called GuiFi, which stands for "Guidance for Finding Solutions to Contested Problems."

Pre- &/or Co-Requisites

There are no pre-requisites or co-requisites for this course.

Course Goals and Learning Outcomes

By the end of this semester, students will be able to:

1. **Design and implement GuiFi.**
2. **Collaborate on a software design and development project.**

Course Requirements & Grading

VIP teams function like real-world project teams. Members work on different aspects of a shared project, ranging from sophomores to graduate students, and from first-time participants to those with multiple semesters of experience. Students may enroll for variable credit hours, which are considered in grading. **Note:** Zero-credit enrollment is reserved for paid participants and follows the same grading criteria.

Grading Overview

Each student is evaluated across three core areas, with three mandatory requirements. Regardless of role or experience, students must demonstrate achievement in all three areas:

1. **Documentation and Records (33%)**
   A. Maintain individual documentation (required) in a notebook. Notebook requirements:
      - The notebook must be a bound notebook, with a sewn or glued binding, such as a composition book or lab notebook.
      - Your name, your project's name, your contact info, and your team members' contact info must be recorded on the outer or inside cover.
      - Add names of team- and sub-team mates for each semester separately.
      - Mark the names of your sub-team mates or list them separately.
      - Each page must be numbered, dated, and signed.
      - Use the page numbers for table of contents, especially when you enter things for a new semester.
      - Use the notebook for notes on each meeting you attend. Add for each meeting:
        - ToDo list (items for which you are responsible): Add a check-boxes for each item
        - Check-off each item when done and provide a date

- Describe in enough detail what you did for each item on the ToDo list.
- Reflect on problems you encountered or write “no serious problems encountered” or “nspe.”
- Document the amount of time you spent on each item of the ToDo list.
- For meeting notes: provide a clear distinction between meetings of the main team and your sub team.

B. Contribute to team documentation:
- Github
- Meeting notes on Teams

2. **Personal Contributions (33%)**
- Complete assigned reports, especially in a final document in which you describe what you achieved over the semester and next steps so that the next generation of students can understand what you did and where materials and code can be found.
- Engage actively in the project.
- Pursue knowledge relevant to the project.
- Contribute to technical progress.
- Experienced members may also contribute to project management.

3. **Teamwork and Interaction (33%)**
- Participate in peer evaluations. Failure to submit results in a full letter grade deduction.
- Attend meetings on time.
- Collaborate toward team goals.
- Coordinate and assist teammates.
- Contribute to team presentations.

Rubric

The grading for each item below is binary: Student Met or Did not Meet Standard. For each of the three areas distinguished in the Section “Grading Overview” above I will calculate the average.

1. Documentation and Records: 33.3%, A and B each 50%
2. Personal Contributions: 33.3%. Of that, 20% for your final report and 80% determined based on the amount of time that you spend on ToDo items according to your notebook.
3. Teamwork: 33.3%. All assessment will be based on what others write about you in the peer evaluation.

Grading Scale

Your final grade will be assigned as a letter grade according to the following scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Course Materials

Materials/Resources

No materials are required for this class. Team materials are on Teams; older materials might be on our Google Drive. All new materials should uploaded to Teams.

Course Website and Other Classroom Management Tools

We use Teams, Github, Slack, and Google Drive. Make sure that you have access to these.

Peer evaluations are administered by the VIP Program Click Here to access peer-evaluations from off campus. Click here to access from on campus. You will be prompted to sign in. Users can only log in from

on campus or via VPN. Students can only access the peer evaluation portion of the system during active evaluation periods.

Course Policies, Expectations, & Guidelines

VIP is a collaborative, multidisciplinary, project-based learning and research experience. Your success in this course depends not only on your technical contributions but also on your active engagement with your team and the broader learning process.

Your Role in the Learning Process

As a VIP student, you are expected to:

- Take initiative in exploring and applying knowledge relevant to your project.
- Collaborate effectively with team members across disciplines and experience levels.
- Document your work thoroughly.
- Reflect on your learning and contributions throughout the semester.

This course is a real-world team environment, where learning is dynamic, self-directed, and collaborative. Your growth depends on your willingness to engage, contribute, and learn from others.

Team Meetings and Participation

Attendance and active participation in **team meetings** and **sub-team meetings** are required. These meetings are essential for:

- Coordinating project tasks and timelines.
- Sharing progress and receiving feedback.
- Learning from peers and mentors.
- Contributing to team decisions and direction.

Failure to attend meetings without valid reason may negatively impact your grade and your team's progress. If you anticipate missing a meeting, communicate with your team and advisor in advance.

Use of External Resources

You are encouraged to consult external sources to support your learning and project work. However:

- Do **not present someone else's work as your own**.
- Always **cite and reference** external materials used in your notebook, code, presentations, or other deliverables.
- Proper attribution is essential to maintain transparency and integrity in a collaborative research environment.

Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Review Georgia Tech's Honor Code and the student Code of Conduct.

Any student suspected of cheating or plagiarizing on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, contact the Office of Disability Services (404-894-2563) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

Attendance and/or Participation

Attendance is mandatory.

Extensions, Late Assignments, & Re-Scheduled/Missed Exams

There are no exams or assignments with deadlines, but your final report must be uploaded to Teams before the "reading period" at the end of the semester begins.

Inclement Weather and Digital Learning Days

No policies required since all meetings are online in Teams.

Student-Faculty Expectations Agreement

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. The Student-Faculty Expectations articulate some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.

Student Use of Mobile Devices in the Classroom

No policies. Everything is permitted.

Additional Course Policies

VIP Room and Equipment Use Policy

VIP rooms and equipment are shared resources used by multiple teams. To ensure a productive and respectful working environment, the following rules apply:

1. Room Usage Priorities

Room use is prioritized as follows:

1. Scheduled team meetings, lectures, and learning modules
2. Weekly sub-team meetings (multiple groups may share the space)
3. Video conferences or special meetings with VIP stakeholders
4. Other project-related work (multiple groups may share the space)

Room schedules are available on the VIP website.
Note: A "good neighbor" policy applies—students may use rooms during other activities as long as they do not cause disruption. Quiet individual work or studying is allowed when it does not interfere with scheduled uses. Similarly, multiple groups may use a VIP room at the same time.

2. Cleanliness and Conduct

- Everyone is responsible for keeping rooms clean.
- Food is allowed, but spills must be cleaned immediately.
- **Gum must be disposed of properly—do not stick it under desks or on carpets.**
- Rooms are monitored by cameras; violations may be reviewed via video.

3. **Equipment Use**

- Equipment may be designated for general use or assigned to specific teams.
    - General use examples: Projector in Klaus 1440, monitors in VL 465 and VL 463B.
    - Equipment assignments may change each semester.
- If unsure about equipment access, contact: vip-request@ece.gatech.edu
- Use equipment only for its intended purpose. Misuse may pose safety risks.

Important Equipment Rules:

- Equipment may not be removed from VIP rooms without a signed loan agreement approved by a VIP Director.
- You are financially responsible for any equipment not returned in good condition.
- You must know how to operate equipment safely. Approval to use equipment does not imply safety training has been provided.

4. Computer Accounts

- Accounts are for individual use only—do not share with others.
- All usage must comply with Georgia Tech, USG Board of Regents, and State of Georgia policies.
- Respect privacy and data integrity. Having access to a file does not mean you are authorized to read or modify it.

5. BuzzCard Access

- Access is a privilege and is logged.
- Rooms are under video surveillance. In cases of theft, vandalism, or messes, logs and footage will be reviewed.
- Do not allow unauthorized individuals into VIP spaces.
- Always secure the room (close the door) when leaving.

Campus Resources for Students

Undergraduate Student Academic Success Resources:
A list of resources for undergraduate students' academic success and information about advising can be found at Success at Tech.

- 1:1 Tutoring: Students looking for additional assistance outside of the classroom are advised to consider working with a peer tutor through Knack. Georgia Institute of Technology has partnered with Knack to provide students with access to verified peer tutors who have previously aced this course. To view available tutors, visit gatech.joinknack.com and sign in with your student account.

Graduate Student Academic and Professional Success Resources:
A list of resources for graduate students is given on the Office of Graduate and Postdoctoral Education website. Specific information for current graduate students includes

- Academic Resources such as the Communications Center, Language Institute, Library, Catalog, Registrar, resources for conducting research, Advocacy and Conflict Resolution resources, and how to manage unexpected situations that may impact your academic performance;
- Student Resources such as Campus Services, Child Care/Family programs, Health & Wellness, Career Services, and the Student Resource Guide; and
- Professional Development such as the programming from the Career Center and other professional development resources and events"]

Student Well-Being:
At Georgia Tech, we are concerned about your overall physical, social, and mental well-being. A comprehensive list of wellness related resources has been compiled and maintained by the Office of the Vice President for Student Engagement and Well-being (student-resource-guide (gatech.edu)

Course Schedule

Week	Date	Activity/Event
Week 1	Jan 26	**Meeting in DM Smith, room 116 (or 112)** Introductions Overview of team's work Discussion of semester goals Sub-team selections finalized
Week 2	Feb 2	Sub-team meeting times finalized

Week 2-3	Mar 2 – 8	Verification of Student Participation in class, due by Tuesday at 4pm
Week 2 to last week of class		Sub-team presentations and discussions
Week 3	Mar 9	Assignment: Self-grade your notebook with rubric. **Deadline**: put it in my mailbox in DM Smith **by Sep 14**.
Week8	Week of Apr 12	Web-based peer-evaluations released for students to complete. Online form due by end of the day Friday. Late submissions will not be accepted.
Week 7	Week of Apr 5	Put your notebook in my DM Smith mailbox for mid-term grading.
Week 8	Apr 12	Midterm grades for 2000-level courses due in OSCAR (S for satisfactory, U for unsatisfactory).
	Apr 31	Withdrawal Deadline
Week preceding finals	Apr 30 – May 6 Open Close	Web-based peer-evaluations released for students to complete. Online form closes at 11:59PM on Tuesday. Late submissions will not be accepted.
Last week of class	May 2	Final presentations Turn in individual VIP documentation for final grading.
Finals Week	May 10 – 17	No final. No assignments. Instead of final, upload your final report to Teams by the date assigned by the Registrar for a final.