VIP Project Team: Junior Level

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VIP 3601 / VIP 3602 **Spring 2027**

Course Hours: TBD
Location(s): TBD
Credits: 1–3 credit hours
CRN: 34171 / 34172

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Office(s): TBD
Office Hours: By appointment / posted weekly

Catalog / Course Description

Intermediate participation in a Vertically Integrated Project team.

This course supports intermediate participation in an ongoing collaborative project in immersive music and interactive systems. Students are expected to move beyond introductory participation and contribute identifiable technical, artistic, or organizational work to the team.

Shared Course Philosophy

These courses emphasize exploratory, practice-based, and research-oriented work in music, sound, interaction, and immersive media. In this context, rigor does not mean only technical polish or error-free execution. It also includes:

- clear framing of questions and intentions,
- iterative development,
- careful observation of what happens in practice,
- critical reflection on outcomes, and
- coherent documentation of process.

Many projects in these courses sit between artistic practice, technical development, and research inquiry. Students should expect to prototype, test, revise, and sometimes change direction when evidence from the work suggests that a different path is more productive.

Where relevant, the course may use the idea of *usability opportunities*: instead of treating every friction point as a defect to be eliminated, some unexpected outcomes may reveal directions worth pursuing in research or creative practice.

Documentation is not secondary. Notes, sketches, code, diagrams, audio/video captures, and reflective writing are all part of the course output.

Level-Specific Expectations

Junior-level students are expected to:

- take ownership of a subsystem, method, study, or task area,
- contribute more independently between meetings,
- communicate progress, blockers, and next steps clearly,
- connect their contribution to the direction of the larger project.

Learning Outcomes

By the end of the semester, students should be able to:

- plan and execute a bounded line of work within the team structure,
- document iterative development clearly,
- respond productively to critique and technical feedback,
- explain how their work contributes to the shared project.

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 several semesters of experience. Students may enroll for variable credit hours, which are taken into account in grading.

Note: Zero-credit enrollment is reserved for paid participants and follows the same grading criteria.

Each student is evaluated across three core areas, each weighted equally (one third). Regardless of role or experience, students must demonstrate achievement in all three:

Area	Weight
Documentation and Records	33%
Personal Contributions	33%
Teamwork and Interaction	33%

Documentation and Records (33%)

- Maintain individual documentation (required).
- Contribute to team documentation (VIP wiki, blog).

Personal Contributions (33%)

- Complete assigned quizzes, modules, essays, or reports.
- Engage actively in the project.
- Pursue knowledge relevant to the project.
- Contribute to technical progress.
- Experienced members may also contribute to project management.

Teamwork and Interaction (33%)

- Participate in peer evaluations. **Failure to submit a peer evaluation results in a full letter-grade deduction.**
- Attend meetings on time.
- Collaborate toward team goals.
- Coordinate with and assist teammates.
- Contribute to team presentations.

Final grades are assigned according to the following scale:

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

Peer Evaluations

Peer evaluations are administered by the VIP Program. Access the peer-evaluation system from on campus, or from off campus via VPN; you will be prompted to sign in. Log-in is only possible from on campus or through the campus VPN. Students can access the peer-evaluation portion of the system only during active evaluation periods.

Key Administrative Dates (Fall 2026)

Date	Event
Sep 2–8	Verification of student participation due (by Tuesday, 4:00 pm).
Week of Oct 12	Mid-term peer evaluations open; online form due by end of day Friday. Late submissions are not accepted.
Oct 5 or 12	Submit individual VIP documentation for mid-term grading.
Oct 12	Mid-term grades for 2000-level courses due in OSCAR (S / U).
Oct 31	Last day to withdraw from individual courses without penalty.
Nov 30–Dec 8	Final peer evaluations open; form closes 11:59 pm Tuesday. Late submissions are not accepted.
Nov 30–Dec 8	Final presentations; submit individual VIP documentation for final grading.
Dec 10–17	Finals week. No final exam and no assignments.

This syllabus is a working course document. Reasonable adjustments to readings, examples, tools, or assignment sequencing may occur if needed to support the learning goals of the course.

1 Course Policies and General Information

1.1) Communication

All relevant deadlines for submissions and assignments will be published in the course's Canvas page. All additional communication happens in a dedicated Microsoft Teams channel for the course.

1.2) Use of Tools, Code, and Media

In courses involving software, hardware, audio systems, or creative tools, students are expected to use institutional resources responsibly, back up their work, and document external materials clearly.

1.3) Use of Generative AI

Unless stated otherwise in the course or an assignment description, the following general policy applies.

- **Productive and development tasks:** The use of generative AI tools is allowed for productive and development work, such as writing, debugging, and explaining code, setting up tools and workflows, processing data, and generating ideas or material to build upon. Students remain fully responsible for the correctness and the quality of everything they submit and must be able to explain it.
- **Writing:** Generative AI is not allowed for producing written work such as reports, papers, essays, and reflections. Using such tools for fine tuning of text the student wrote themselves (e.g., spelling, grammar, and phrasing) is permitted.

- **Disclosure:** Any substantial use of generative AI in submitted work must be disclosed, including the tool used and what it was used for.

Individual assignments or course sections may be stricter or more permissive. In that case, the description of the course or assignment takes precedence.

1.4) Academic and Research Honesty/Integrity Statement

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 the student Code of Conduct and the Academic Honor Code. Students are expected to perform research in an ethical and responsible manner.

Any student suspected of cheating or plagiarism 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.

1.5) 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.

1.6) 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.

1.7) Campus Resources for Students

Undergraduate academic success. A list of resources for undergraduate academic success and advising is available at Success at Tech. For one-on-one help, Georgia Tech partners with Knack to connect students with verified peer tutors who have previously completed the relevant course.

Graduate academic and professional success. Resources for graduate students are collected by the Office of Graduate and Postdoctoral Education, including academic resources, student resources, and professional development.

Student well-being. Georgia Tech maintains a comprehensive list of wellness-related resources through the Office of the Vice President for Student Engagement and Well-being.

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. 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, and 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 that safety training has been provided.

4. Computer Accounts

- Accounts are for individual use only—do not share them 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.