

Delivery Instructions:

- Include your full name and student ID.
- No late submissions allowed.

(1) **Background survey.** We would like to adjust course content and activities for the best utilization of your time and background. Therefore, we require you to fill out the following short background survey. <https://forms.gle/qveRK8eFUj5C7vVt8>

(2) **Project Group formation.** You are required to work on your project in groups, each group of 3 students. Use the designated Slack channel to meet your colleagues and form groups based on your interests. State your group members' information (name and student ID) in the alphabetical order of first name on the following form:
<https://forms.gle/qveRK8eFUj5C7vVt8>

(3) **Presentation bids.** You are required to present or lead a discussion for a topic or a research paper/article as part of your coursework. The presentation topics and schedule are posted on the course website. State your preferences for presentations in order, so the first selection is the most preferred one, then the second, etc. Use the form <https://forms.gle/qveRK8eFUj5C7vVt8> to submit your preferences.

The TA will assign you to your most preferred presentation that is available and not taken by other students. The preferences will be fulfilled on a first-come, first-served basis, so the earlier you submit, the more likely your first preference will be satisfied. The assigned presentation will be announced on the course website. **The presentation/discussion assignment has nothing to do with your project group; these are two separate course activities. The presentation preferences are individual. You do not have to form any groups for the presentation. The TA will assign your presentation mate(s).**

(4) **Office hours availability.** As office hours are heavily used to advise your project progress, we are willing to schedule our office hours to work best for your schedule as much as possible. So, please fill in the following form all time slots when you can attend office hours. **Please note this is not “I prefer these slots” but “I can attend these slots,” so make sure to fill ALL slots that you can make so we can accommodate the preferences of as many as possible.**

<https://forms.gle/PeuBscpYq5uBdpqr6>