In-Class Schedules

Class preparation checklist

Just before class each week, please do the following:

✓ Open a browser window with only these tabs: this document, the Discussion Guide, course glossary, group and lens assignments, and your group's materials folder (**Drive > Group #)**.

✓ On Zoom, turn on your video and make sure it remains on whenever possible.

As PhD students, we are constantly pulled in many directions. We encourage you to intentionally set aside other responsibilities and limit distractions for these 80 minutes.

To help reduce distractions, we encourage you to:

✓ Disable notifications on your computer[1]

✓ Put your phone in another room or turn it off

Helpful resources

For your reference, here are the Synthesis group and lens assignments.

Quick links to weekly schedules below:

Week 1, Week 2, Week 3, Week 4, Week 5, Week 6

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[1] E.g., on **OSX 12** - Go to Settings > Notifications & Focus > Focus, Turn on Do Not Disturb.

Week 1: Introduction, inclusive discussion, and identity

Introductory lecture (instructors)   **11:50** (35 min)

------------------------------ *(transition to **synthesis groups**)* ------------------------------

Activity 1: Get to know your group + Identity Iceberg   **12:25** (15 min)

(5 minutes: Get to know your synthesis group)

Instructions: Have everyone share something about themselves. Each person could share, e.g., the following:

> Name, preferred pronouns, what they were doing before CMU, one thing that makes them feel included in discussion (this can help your group better include each other!)

Note that people can pass on sharing any information they choose.

(10 minutes: **Identity Iceberg Activity)**

Resources:

1. Identity Iceberg: **Drive > Group # > Group # Identities Iceberg**

Instructions: (On slide 1 of the "Group # Identities Iceberg" doc)

------------------------------ *(transition to **whole class**)* ------------------------------

Introduce Activity 2 (instructors)   **12:45** (5 min)

------------------------------ *(transition to **synthesis groups**)* ------------------------------

Activity 2: practice discussion strategies   **12:48** (20 min)

Resources:
1. Scenarios: **Drive > Group # > Group # Discussion Scenarios**
2. Strategies: **Discussion Guide (part B)**

Instructions: (On slide 1 of the "Group # Discussion Scenarios" doc)

------------------------------ *(transition to **whole class**)* ------------------------------

Michael Melville (Eberly Center) talks about IRB-approved research on this class.   **1:05** (5 min)

Week 2: Foundations of Inequality

Headspace exercise
11:50 (5 min)

---------------------------- *(transition to **synthesis groups**)* ----------------------------

Guest-Lecture by Dr. LD Ortis
11:55 (~30 min)

LD Ortis (they/them/their) is a member of the leadership team at the Center for Student Diversity & Inclusion. LD brings a learner-centered, whole-person approach to co-construct learning with students and colleagues. They strive to deconstruct knowledge and norms to build deeper and more informed constructions of our society, our campuses, and our own identities. LD's research areas and interests include identity development, social justice, SOTL (the scholarship of teaching and learning), international and cross-cultural education, professional development, and leadership.

---------------------------- *(transition to **lens groups**)* ----------------------------

Discussion Part 1: Lens groups
12:30 (15 min)

Moderator for each Lens: 1 (Bailey), 2 (Ananya), 3 (LD), 4 (guest)

Instructions: You will be grouped with all students assigned the same lens as you, with whom you can pool knowledge and bring up any questions you have.
TIP: You will be bringing the ideas from this discussion to your synthesis group, so if it helps you, feel free to take notes!

---------------------------- *(transition to **synthesis groups**)* ----------------------------

Discussion Part 2: Synthesis groups
12:45 (20 min)

Resources:
1. Synthesis activity options, instructions: **Discussion Guide** **(part C)**
2. Collaborative group resources: **Drive > Group #**

Instructions:
1. From part C of the D.G., **choose a group synthesis activity.**

2. Each activity comes with a recommended collaborative resource (e.g., Google Jamboard, Google Slides); blank versions are in your Group # folder. Everyone open your group's chosen resource.

3. Do the synthesis activity.
   TIP: Don't worry about following the instructions to the letter - The main goal is for everyone to bring in some of their own ideas about their lens, and to explore connections across lenses.

---------------------------- *(transition to **whole class**)* ----------------------------

Share Takeaways (time permitting)
1:05 (5 min)

Week 3: Foundations of Identity Safety

Clarifications about out-of-class work + questions
11:50 (10 min)

------------------------------ *(transition to **synthesis groups**)* ------------------------------

Guest-Lecture by Erica Principe Cruz
12:00 (30 min)

Erica Principe Cruz (she/her/hers) is an ARCS Scholar and PhD Student in the Human-Computer Interaction Institute at Carnegie Mellon University, where she studies how digital games and immersive technology experiences can be designed to empower marginalized communities. She investigates and designs computer-mediated play as a potential tool for practicing playful resistance as personal methods of combating oppression. Erica also designs and studies countercultures and counterspaces within academic research meant to support the joy and rest of her communities.

------------------------------ *(transition to **lens groups**)* ------------------------------

Discussion Part 1: Lens groups
12:30 (15 min)

Moderator for each Lens: 1 (Bailey), 2 (Erica), 3 (Ananya)

Instructions: You will be grouped with all students assigned the same lens as you, with whom you can pool knowledge and bring up any questions you have.
TIP: You will be bringing the ideas from this discussion to your synthesis group, so if it helps you, feel free to take notes!

------------------------------ *(transition to **synthesis groups**)* ------------------------------

Discussion Part 2: Synthesis groups
12:45 (20 min)

Resources:
1. Synthesis activity options, instructions: **Discussion Guide** **(part C)**
2. Collaborative group resources: **Drive > Group #**

Instructions:
1. From part C of the D.G., **choose a group synthesis activity.**
2. Each activity comes with a recommended collaborative resource (e.g., Google Jamboard, Google Slides); blank versions are in your Group # folder. Everyone open your group's chosen resource.
3. Do the synthesis activity.
   TIP: **Don't worry about following the instructions to the letter** - The main goal is for everyone to bring in some of their own ideas about their lens, and to explore connections across lenses.

------------------------------ *(transition to **whole class**)* ------------------------------

Share Takeaways (time permitting)
1:05 (5 min)

Week 4: Intent versus Impact

Headspace exercise   **11:50** (5 min)

----------------------------- *(transition to **synthesis groups**)* -----------------------------

Guest-Lecture by Professor Geoff Kaufman   **11:55** (30 min)

Geoff Kaufman (he/him) is an associate professor in HCII. His research applies psychological theories and methods of persuasive design to the creation of games, storytelling platforms, and conversational tools that aim to improve communication, build empathy, and reduce social and cognitive biases. In addition, he regularly conducts workshops on topics such as implicit bias, identity, stereotype threat, and the power of storytelling for sharing subjective experiences with bias.

----------------------------- *(transition to **lens groups**)* -----------------------------

Discussion Part 1: Lens groups   **12:25** (20 min)

Moderators per lens: 1 (Geoff), 2 (Ananya), 3 (Bailey)
Instructions: You will be grouped with all students assigned the same lens as you, with whom you can pool knowledge and bring up any questions you have.
TIP: You will be bringing the ideas from this discussion to your synthesis group, so if it helps you, feel free to take notes!

----------------------------- *(transition to **synthesis groups**)* -----------------------------

Discussion Part 2: Synthesis groups   **12:45** (20 min)

Resources:
1. Synthesis activity options, instructions: **Discussion Guide** **(part C)**
2. Collaborative group resources: **Drive** **> Group #**

Instructions:
1. From part C of the D.G., **choose a group synthesis activity.**
2. Each activity comes with a recommended collaborative resource (e.g., Google Jamboard, Google Slides); blank versions are in your Group # folder. Everyone open your group's chosen resource.
3. Do the synthesis activity.
   TIP: **Don't worry about following the instructions to the letter** - The main goal is for everyone to bring in some of their own ideas about their lens, and to explore connections across lenses.

Week 5: Well-being in the PhD program

Guest-Lecture by Angie Lusk, Abigail Cruz, and Darla Coleman

11:50 (35 min)

Angie Lusk (she/her/hers) serves as Program Director for Wellness Initiatives and is the Student Affairs College Liaison for graduate students in the School of Computer Science. In her 14 years working at CMU, she prioritizes work that supports individual and collective positive change by focusing on aligning values and practice. She has a particular interest in growing a mindfulness movement at CMU that creates a lens of curiosity, compassion, and connectedness.

Darla Coleman (she/her/hers) is the SCS Executive Director of DEI. Darla has 20 years experience in Student Affairs in Higher Education and has served various groups of underrepresented and marginalized students. She has been a strong advocate for students to ensure equity in resources, fair treatment, and fostering a sense of belonging. She looks forward to supporting the students within the Schoole of Computer Science.

Abigail Cruz is Psychotherapist at CaPS CMU's center for Counseling and Psychological Services.

----------------------------- (transition to **lens groups**) -----------------------------------

Discussion Part 1: Lens groups

12:35 (15 min)

Moderator for each Lens: 1 (Bailey + Darla), 2 (Ananya + Viviana), 3 (Angie)

Instructions: You will be grouped with all students assigned the same lens as you, with whom you can pool knowledge and bring up any questions you have.
TIP: You will be bringing the ideas from this discussion to your synthesis group, so if it helps you, feel free to take notes!

----------------------------- (transition to **synthesis groups**) -------------------------------

Discussion Part 2: Synthesis groups

12:45 (20 min)

Resources:
1. Synthesis activity options, instructions: **Discussion Guide** **(part C)**
2. Collaborative group resources: **Drive** **> Group #**

Instructions:
1. From part C of the D.G., **choose a group synthesis activity.**
2. Each activity comes with a recommended collaborative resource (e.g., Google Jamboard, Google Slides); blank versions are in your Group # folder. Everyone open your group's chosen resource.
3. Do the synthesis activity.

--------------------------- (transition to **whole class**) ------------------------------

Share Takeaways (time permitting)

1:05 (5 min)

Week 6: Allyship and promoting positive change

Headspace exercise   **11:50** (5 min)

Short intro (Bailey + Ananya)   **11:55** (5 min)

Moderated PhD student panel   **12:05** (45 min)

Students get to hear from more senior SCS PhD students on their experiences intentionally fostering inclusive communities at CMU.

Panelists:
- Ziv Scully (he/him, 6th year, CSD)
- Pallavi Koppol (she/her, 4th year, CSD)
- Victoria Dean (she/her, 4th year, Robotics Institute)
- Paul Gölz (he/him, 5th year, CSD)
- Sara McAllister (she/her or they/them, 3rd year, CSD)

Concluding remarks by instructors   **12:50** (5 min)

Course evaluation   **12:50** (20 min)
Resources: Course evaluation (link coming soon)