Welcome to E100!

I'm excited to work with you this term on designing your Caltech experience! We'll utilize 'design thinking' to create a goal-directed plan for your time here at Caltech. Being a Caltech undergrad is both prestigious and daunting, and the experience tends to uncover many difficult decisions that need to be made.

- How do you choose the “right” option for you and your true goals?
- What are your true goals?
- How do you discover all the opportunities and resources Caltech has to offer?
- How do you leave Caltech after four years feeling satisfied with the experience?

We'll tackle all of these and more this term. Please make note of the "Designing Your Life" textbook available as an eBook in our Course Reserves and access the Course Schedule in Module 1 for weekly topics and assignments.

Learning Outcomes

By the end of this course, you will be able to:

- Apply 'design thinking' to better understand yourself, to get ‘unstuck’, and to dynamically plan for your future.
- Articulate a clear plan for your time at Caltech, based on ‘design thinking’ principles.
- Know and comfortably access the many campus resources available to enhance your time at Caltech.
Required Texts
Burnett & Evans (2016). *Designing Your Life*. *Available as an eBook in Canvas Course Reserve
Burnett & Evans (2016). *The Designing Your Life Workbook*. *Provided in class*

Course Website
All course content and assignments will be posted in the course Canvas site.

Grading
This course is **pass-fail**. Grades are based on these factors:

- Attendance/Participation (50%)
  - This includes full participation in class activities/discussions and being an attentive audience member for guest speakers.
- Assignments (50%)
  - Weekly workbook assignments.
  - Post and respond to online discussions in Canvas.
  - Develop **CollegeView**, **WorkView**, and **LifeView** statements: write 2 to 3 short paragraphs for each of these views.
  - Develop **Odyssey Plans**: create 3 visual plans of what your life will look like over the next 5 years.
  - Develop 2 **Prototypes**: conduct design interviews or participate in experiences that will inform your decisions.
  - Showcase “**My Future Self**”: present all 3 Odyssey Plans and prototype outcomes.

*All assignment descriptions and rubrics are listed in Canvas.*

Attendance Policy
- Attendance points are based on active participation for the full class session. Deductions may be taken for late arrival or lack of participation.
- Please communicate with me about any absences you anticipate. If you are ill, please email me as soon as possible.
- If you miss class, makeup work must be arranged with me and submitted in a timely manner.
  - Excused absences are eligible for 100% credit
  - Unexcused absences are eligible for 50% credit
- **Students missing more than 3 classes will NOT pass the course!** This includes both excused and unexcused absences.

Late Work Policy
- Deadline extensions are not granted, except in extenuating circumstances discussed with Dr. Dabiri.
- Late work is penalized as follows:
  - 25% deduction for submission within 24 hrs. of deadline
  - 50% deduction for submission 24-48 hrs. past the deadline
  - Work submitted >48hrs past the deadline may or may not be accepted. This is determined on a case-by-case basis.

Course Schedule
*Detailed weekly course schedule with all topics and assignments can be found in Module 1 of Canvas.*
Wellness Policy
Taking care of your health and well-being should be your number one priority. You cannot learn if you are unwell or under extreme duress. If you find yourself overwhelmed or encountering other personal challenges during the term, please reach out to me so we can develop a plan for you to pursue success in this course in a healthy way. In addition, I encourage you to utilize Caltech’s resources. If you feel ill, stay home. Communication is key—if you need to miss a class (for illness or otherwise), please email to let me know. All resources from each session are listed in Canvas.

Diversity, inclusion, and belonging are all core values of this course. All participants in this course must be treated with respect by others in accordance with the honor code. If you feel unwelcome or unsafe in any way, no matter how minor, I encourage you to talk to me or one of the Deans. If you need any accommodations for this course or have needs that may affect your performance in this course, please let me know! You can indicate this on the intro survey, send me an email, or talk with me before or after class.

While COVID-19 remains a concern, all members of the Caltech community, including students and others, are required to promptly report to the Institute if they have become ill with COVID-like symptoms or have been exposed to someone who has tested positive for COVID-19. Furthermore, any individual, regardless of vaccination status, who is ill or has been exposed to COVID-19 should stay home or return home if they have already reported on-site (including not attending class or other meetings in person), and report their status through the Caltech COVID-19 Reporting Application. Individuals who have reported their status through the COVID-19 Reporting Application will receive personal follow up and guidance from Student Wellness Services on next steps. For additional information on the Institute’s COVID-19 preventative health measures and requirements, visit the Caltech Together website.

If you would like to ask about flexibility with coursework for a temporary or minor wellness issue, please contact me directly. The Deans’ Office, Student Wellness Services (SWS) and Caltech Accessibility Services for Students (CASS) are available to help you with illness and health conditions that may impact your coursework:

- Student Wellness Services will assess and treat illnesses and medical conditions and communicate (with student’s permission) with the Deans’ Office if needed. CASS, part of SWS, can recommend and provide for accommodations needed due to temporary or long-term disabilities. Policies about academic extensions for medical reasons can be found here.
- The Deans’ Office may recommend academic exceptions in cases of significant family or personal emergencies, or moderate to severe illness or medical conditions that make it difficult to keep up with coursework. Please reach out to a dean as soon as possible if you experience these conditions.

Students with Documented Disabilities
If you need an accommodation made for you in this course, please let me know on the intro survey. Students who may need an academic accommodation based on the impact of a disability must initiate the request with Caltech Accessibility Services for Students (CASS). Professional staff will evaluate the request with required documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for faculty dated in the current quarter in which the request is being made. Students should contact CASS as soon as possible, since timely notice is needed to coordinate accommodations. For more information: http://cass.caltech.edu/, cass@caltech.edu.

Academic Integrity
Caltech’s Honor Code: “No member of the Caltech community shall take unfair advantage of any other member of the Caltech community.”

Collaboration Policy
Collaboration and discussion are encouraged and essential for this course! Ultimately all work you submit must be your own work, but brainstorming ideas and seeking feedback from peers and others are key components of this course.
Academic Resources for Students

- **Online Learning:** Resources, iPad Loaner Program, FAQs, and more for students learning online; [http://learn.caltech.edu/](http://learn.caltech.edu/)
- **Tutoring:** The undergraduate dean’s office provides a peer tutoring service; If the course isn’t listed, students can talk with the dean’s office to arrange for a tutor; [http://deans.caltech.edu/](http://deans.caltech.edu/)
- **Writing:** The Hixon Writing Center provides professional writing tutors as well as peer tutors, individual and group writing space, and additional resources; [http://writing.caltech.edu](http://writing.caltech.edu)
- **Registrar & FERPA:** The registrar can answer questions about degree progress, privacy of student records, and course enrollment procedures; [http://registrar.caltech.edu](http://registrar.caltech.edu). The website also lists Option Representatives for option-specific advising, policies, and information.
- **Library:** Borrow books, retrieve journal articles, receive guidance about research; [https://www.library.caltech.edu/](https://www.library.caltech.edu/)
- **Dean of Undergraduate Students:** Wide-ranging assistance addressing issues (academic and other) for undergraduates; [http://deans.caltech.edu](http://deans.caltech.edu)

Additional Resources for Students

- **Student Wellness Center:** Wide variety of health and wellbeing services; [https://wellness.caltech.edu/](https://wellness.caltech.edu/)
- **Counseling Services:** Free for all students, regardless of insurance plan; [http://counseling.caltech.edu](http://counseling.caltech.edu)
- **Occupational Therapy:** Individual sessions and consultations on building healthy habits and routines, time management, planning and organization, and more. Free for all students; [http://ot.caltech.edu](http://ot.caltech.edu)
- **Center for Inclusion and Diversity:** Resources concerning navigating diversity and inclusion, including staff who can speak with students about challenges of harassment and discrimination; [https://diversity.caltech.edu/](https://diversity.caltech.edu/)
- **Title IX:** Caltech’s Title IX Coordinator ([titleix@caltech.edu](mailto:titleix@caltech.edu)) works with students on issues related to sexual harassment, sexual misconduct, and sex discrimination; [http://titleix.caltech.edu/](http://titleix.caltech.edu/)
- **Caltech Accessibility Services for Students:** The Accessibility Services Specialist works with students with temporary medical conditions, or mental, physical, or learning disabilities on accommodation requests and services; [http://cass.caltech.edu](http://cass.caltech.edu)
- **Residential Support:** Resident Associates (RAs) and Residential Life Coordinators (RLCs) are also resources for TAs and students; [http://www.residentialexperience.caltech.edu/](http://www.residentialexperience.caltech.edu/)
- **Career Advising and Experiential Learning:** Provides resources to help students make career decisions and implement career plans; [http://www.career.caltech.edu](http://www.career.caltech.edu)

My Status as a “Responsible Employee”

As a faculty member, I am required to notify the Institute’s Equity and Title IX Office when I become aware of discrimination, sexual harassment, or sex- or gender-based misconduct involving our community members. If one of my students shares such an experience with me, I can help connect them to support resources but will not be able to keep that information confidential as part of fulfilling my responsibility to make sure my students are offered the opportunity to access information and support by the Institute. For more information, you can email equity@caltech.edu, go to equity.caltech.edu, or review the Institute’s [Sex- and Gender-Based Misconduct Policy](https://caltech.edu/). If you have experienced such prohibited conduct and would like confidential support, please feel to contact Student Wellness Services [626-395-8331; https://wellness.caltech.edu/counseling]; Tashiana Bryant, Center for Inclusion and Diversity [626-395-8108; tsbryant@caltech.edu]; or Teresa Mejia, Campus Sexual Violence Advocate [626-395-4770; teresam@caltech.edu].