Scribing Instructions

Scribing is one *mandatory* component of your participation grade. Scribing for a lecture will consist of taking high-quality, detailed notes during the lecture in question then working with your scribing partner(s) to compile a polished, electronic version of these notes under our direction.

Logistics

Sign Up

All students are required to scribe once during the semester. You can sign-up for a preferred date by adding your academic email address into this schedule spreadsheet: [Scribe Signup](#) Note that there are not as many slots as students in the class - *This is expected*. Slots are filled on a first-come, first-serve basis, with the opportunity to switch to accommodate conflicts after initial selections are made. Please *do not* edit your email over someone who's already signed up. Google sheets maintains a full version history, so this behavior will be fully visible to the course staff if any conflicts arise. Those not scribing normally (e.g., if there are no open slots when you go to sign up) will be used at the end of the semester in a targeted editorial process where we will ask you to edit, improve, or expand notes throughout the whole semester. This will be similar in workload to a traditional scribing session. More details on this editorial process will be provided later. It may be possible for a subset of students to serve in this editorial role mid-way through the semester; details remain TBA. Note that by scribing/editing, you are giving us permission to compile, edit, and disseminate all class notes for later use where you will be given credit (e.g. a textbook where you are acknowledged in the back). If you do not consent, please email us and let us know.

Due Dates

Initial drafts of Scribe notes / note alterations & paragraphs are due the evening following the lecture in question (e.g., scribe notes for a Tuesday lecture are due on Wednesday night). At this point, the TAs will work with the students through iterative feedback to help the notes reach a final version, which will be due one week after this initial deadline (e.g., the subsequent Wed. night).

In-Class

During class, simply be sure to pay attention, take detailed notes, and ask any questions necessary to gain as full an understanding of the lecture as possible. We will provide you a copy

of the lecture slides presented to aid your notes. Pay specific attention to details of the lecture that couple to the provided reading, if any, or other connections throughout the course.

Post-Class

After class, you will work with your scribing partner(s) to compile a polished, electronic version of these notes, under our direction. Here, your tasks diverge slightly if you are working off of notes from last year or if you are creating notes from scratch.

Revising Last Year's Notes

Here, you'll be given the text files for last year's notes, and tasked with editing, improving, or expanding them according to specific areas of interest we'll indicate to you shortly before or shortly after the lecture in question. This process may involve the incorporation of external information, such as published literature, information gathered online about medical or technological resources, etc. Once you (and your scribe partner(s)) are done with your initial edits, you'll send them to us for iterative feedback. Once complete, we'll ask you to summarize your changes, improvements, and extensions in a short paragraph.

Creating Notes from Scratch

Here, you'll be tasked with creating notes wholesale. You will put these notes in this LaTex template: https://www.overleaf.com/read/gvjckhgmtnvx, which you'll fill in with your information and note content. We'll give some pointers on important details to cover, but, largely, the task will be focused on a high-fidelity representation of the lecture content and its immediate extensions (e.g., elaborating on points mentioned in lecture but not gone into detail for time reasons). We will work iteratively with you and your scribe team to ensure the notes reach a sufficient level of quality. Your end product will be the notes themselves--no additional paragraph needed.