 

COURSE SYLLABUS

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| BUS 343-01 |
| Principles of Insurance | |
| Fall | 2023 | |

Course Prefix & Number

Course Name

Term

# Course Information

## Instructor Information

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| **Instructor:** | Katherine S. Ruffi |
| **Office:** | Please contact me in advance for a meeting location within the Professional Studies building. |
| **Physical Office Hours:** | Wednesdays or Saturdays: 4:30pm-5:30pm and By Appointment  Since this course is hybrid, physical office hours will be during in-person Wednesday course weeks only or by appointment. |
| **Virtual Office Hours:** | By Appointment (Instead of making you adjust to my schedule, I will do my best to adjust to yours) |
| **Office Telephone:** | Please contact me via email or message via MS Teams and we can plan a call. |
| **E-mail:** | [kruffi@uwsp.edu](mailto:kruffi@uwsp.edu) |
| **Expected Instructor Response Time:** | Within 24 to 48 hours; response time may be longer over the weekend or holiday. |

## Course Information

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| **Meeting Time & Location for face-to-face sessions (Section 1 of this course):** | The course will meet in-person / face-to-face during this time approximately 5 times during the semester.  **Location:** Professional Studies CPS 210.  **Session Time:** 5:00pm – 7:50pm  **Students should attend the first day of class in person, with additional dates announced at the start of the course.**  This is hybrid class. It will be held in Professional Studies – CPS 210. Per the University standard, since this is an in-person class you are expected to attend in person on scheduled in person dates, unless ill or in quarantine. |
| **Course Description:** | History of insurance, fields of insurance, types of carriers, insurance contracts, insurance purchases. |
| **Credits:** | 3.0 |
| **Prerequisites:** | BUS 340 |

## Textbook & Course Materials

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| **Required Text(s):** | Principles of Risk Management and Insurance, 14th Edition,  George E. Rejda, Pearson Publishers, ISBN-13: 9780135641293  Information for eTextbook, Rental, or Print Versions Available on Pearson.com: [Link to Principles of Risk Management and Insurance at Pearson.com](https://www.pearson.com/en-us/subject-catalog/p/principles-of-risk-management-and-insurance/P200000006028/9780135641293?utm_source=google&utm_medium=cpc&utm_campaign=dsa_specific_pages&gclid=Cj0KCQjwgNanBhDUARIsAAeIcAtRjvGmTD1jAGunKTI4Sgz3VvVyPcn1uR_D6EEqnI_HW77RXicOfigaAns8EALw_wcB&gclsrc=aw.ds)  This text is not available for rental via the University Bookstore due to licensing limitations. |
| **Recommended Text(s):** | N/A |
| **Other Readings:** | As assigned and provided by instructor |
| **Other Required Materials / Applications:** | Kaltura for video recording of assignment(s) |

## Course Technology

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| **Course Website:** | See Canvas Course Site |
| **Other Websites:** | N/A |
| **Course Delivery:** | Face-to-Face on first course meeting date and additional specified in-person meeting dates as provided by instructor in Canvas. |
| **Delivery Mode Changes:** | Changes to course delivery may occur at any time during the term to address public health and safety concerns. |
| **Canvas Support:** | Click on the HELP button (  ) in the global (left) navigation menu and note the options that appear:   * Ask Your Instructor a Question *Submit a question to your instructor*   + Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below. * Chat with Canvas Support (Student) *Live Chat with Canvas Support 24x7!*   + Chatting with Canvas Support (Student) will initiate a *text chat* with Canvas support. Response can be qualified with severity level. * Contact Canvas Support via email *Canvas support will email a response*   + Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your difficulty. * Contact Canvas Support via phone *Find the phone number for your institution*   + Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7. * Search the Canvas Guides *Find answers to common questions*   + Searching the [Canvas guides](about:blank) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](about:blank). * Submit a Feature Idea *Have an idea to improve Canvas?*   + If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this Submit a Feature Idea avenue.   Self-train on Canvas through the Self-enrolling/paced [Canvas training course.](about:blank) |
| **UWSP Technology Support:** | The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at [techhelp@uwsp.edu](about:blank) or at (715) 346-4357 (HELP) or visit: [IT Service Desk.](about:blank)  For technology instruction sheets, online support videos, and other related resources, go to: [UWSP Online Student Support.](about:blank)  The university also provides a Technology Tutoring service in which tutors meet with students one-on-one to provide technology assistance. To receive help of this nature visit**:** [Tech Essentials Training.](about:blank)  Additional tools designed to help students taking online or hybrid courses can be found at: [UWSP Online Student Orientation.](about:blank) |

# Learning Outcomes

## Course Goals

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| The course will introduce the basic principles that underlie the field of insurance. We will cover the legal aspects that support insurance. You will be exposed to insurance policies covering, personal, commercial, life, health and financial risks with consumer considerations. There will be an introduction to social insurance and the impact it can have on your life. The risk management approach will be stressed in the use of personal and business insurance. |

## Course Learning Objectives

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| At the end of the course, you will:  1. Identify characteristics of insurance and how risk impacts availability of insurance.  2. Be able to utilize the risk management process in decision-making.  3. Be able to explain what makes up the insurance mechanism.  4. Explain the fundamental legal principles that provide a framework for insurance policies.  5. Be able to identify the basic parts of an insurance policy.  6. Recognize the various insurance policies and explain the risk they cover.  7. Differentiate between insurance policies and retirement investment vehicles.  8. Prepare for selection of employee benefits offered by employers.  9. Describe benefits of social insurance.  10. Identify how current actions taking place in the word impact the insurance industry. |

## Academic Unit

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| **SBE Mission:** | The UW-Stevens Point School of Business and Economics creates career ready graduates and leaders through applied learning. We serve the businesses, economy, and people of the greater Central Wisconsin region. We specialize in preparing students for success by providing professional development experiences, access to employers, and in-demand skills.  The SBE achieves its mission by valuing:   * Talent development * Lifelong learning * Career preparation * On the job experiences * Community outreach * Regional partnerships * Continuous improvement |
| **Accreditation Commitment:** | SBE is accredited by the Association to Advance Collegiate Schools of Business (AACSB), a designation earned by only 5 percent of world business schools. Accreditation instills a culture of continuously improving our programs through connections with local business leaders, alumni and the community. |

# Course Policies

## Attendance

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| **Class meetings and attendance:**  This class is set up as a hybrid course. The in-person class meetings will be used to create connections, provide valuable interaction with peers, and allow for networking with industry professionals. You are encouraged to be an active participant in class whether the engagement is planned as an in-person meeting or virtual interaction. If you are sick or in quarantine during an in-class date, contact me before class to arrange for an accommodation.  For the best learning experience, it is expected that you read related materials in the text prior to class and be prepared to answer questions in class and during online discussions. We will operate on that premise. See the detailed schedule for the chapters and the order we will be covering the material.  Concepts and policies will be presented by in-person or online lecture, discussion and assigned activities. There will be activities assigned during the week and during class. Be prepared to ask and answer questions in class and on Canvas. I intend to cover the most important concepts from the textbook in class. However, you are still responsible for developing knowledge of other concepts and terms in the textbook not covered directly in class. If you have questions about something not covered in class, please ask.  Review the UWSP policy on attendance at: <http://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx> |

## Late Work

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| Generally, late work, including quizzes, assignments, and other work, will not be eligible for points or points may be reduced significantly due to lateness.  If a legitimate emergency situation arises, please contact me for a negotiated alternative due date. Examples of legitimate emergency situations include life-altering events, such as a hospital stay.  If technology issues prevent submission of work through Canvas by the deadline, please email the assignment to me and/or contact me immediately to screenshare and problem-solve the technology issue.  Make up exams and assignments will only be given under special circumstances with prior approval. |

## Etiquette/Netiquette

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| **3.3.1 General Policy Guidelines**  Etiquette/Netiquette is a set of rules for behaving properly during on-campus/online components  of a UWSP course. As the instructor, it is my goal to provide a safe and nurturing learning  environment for all students. Therefore, breaches of Etiquette/Netiquette are defined as any  behaviors that are disruptive to the learning environment. The following examples provide a  foundational description of Etiquette/Netiquette and breaches thereof:   * Displaying respect for others is required at all times. It is not required that you share the perspectives of your classmates, but rather that you do not discredit their right to have their own opinion. Expressing alternate viewpoints is important, but this should be done in a collegial manner. * Side discussions (on-campus or online), listening to head phones, sleeping in class, and abusive language is considered disruptive behavior. * No shouting, no profane language, no verbal or physical threats, no intimidation of any kind. * Not arriving to class under the influence of any alcohol or drugs. * Please come to class on time. Students should inform the instructor via email prior to class if he or she must arrive late or leave early. * Cell phones, tablets, laptops, or any other electronic devices, while permitted in class, must be used in a way that is not disruptive to the class. Electronic devices are to be used only for note taking and to participate in class. Texting, checking social media, email, etc. is not permitted. If you are using technology inappropriately, you will be asked to put your device away for the remainder of the class session. If you or those around you appear severely distracted by an electronic device at any time, the instructor may ask you to show the content of your screen or to leave the classroom.   **3.3.2 Penalties for Misconduct**  The instructor reserves the right to ask students to leave the class or to issue grade penalties for  misconduct. Grade penalties are not given lightly and not without clear and justifiable cause.  Grade penalties will only be applied in cases where the student has, without question, diminished  the learning environment. Students will always be notified via email, without delay, if they incur a  grade penalty of any kind. Any continued disruptive behavior may result in a referral to the Dean  of Students office. |

# Grading

## Grading Scheme

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| **Letter  Grade** | **Percentage Range  ( x = your score )** | | | | |
| A | 93.0% | ≤ | x | ≤ | 100.0% (or other max) |
| A- | 90.0% | ≤ | x | ≤ | 92.9% |
| B+ | 87.0% | ≤ | x | ≤ | 89.9% |
| B | 83.0% | ≤ | x | ≤ | 86.9% |
| B- | 80.0% | ≤ | x | ≤ | 82.9% |
| C+ | 77.0% | ≤ | x | ≤ | 79.9% |
| C | 73.0% | ≤ | x | ≤ | 76.9% |
| C- | 70.0% | ≤ | x | ≤ | 72.9% |
| D+ | 67.0% | ≤ | x | ≤ | 69.9% |
| D | 60.0% | ≤ | x | ≤ | 66.9% |
| F | 0.0% | ≤ | x | ≤ | 59.9% |

## Grading Notes (if provided)

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| This schedule may be adjusted but only in favor of the students as a group.  Extra credit points may be available during the course. |

## Points Available

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| **Total Points Available** | **Item Description** | **Points Each Submission** | **Count of Item** |
| 10 | Introduction & Personal Course Goals | 10 | 1 |
| 130 | Quizzes | 10 | 13 |
| 120 | Assignments | 30 | 4 |
| 60 | Current Event Presentation | 30 | 2 |
| 200 | Paper and Presentation | 200 | 1 |
| 100 | Current Event Discussion Responses to Classmates’ Presentation | 5 | 20 |
| 180 | Online Class Discussion Responses to Online Course Content | 10 | 18 |
| 200 | Final Exam | 200 | 1 |
| **1,000** | **Total Points Available** | | |

# Coursework Descriptions & Commentary

## Exams

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| The final exam will be comprehensive. It will not be given early nor can the time for the exam be changed for the class or individuals. The final exam will be cumulative in nature. Additional information on the final exam is available in Canvas.  **The exam date is scheduled for Tuesday, December 19th between 5:00pm and 7:00pm.** |

## Quizzes

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| Quizzes will be available in Canvas. These quizzes are intended to support your comprehension of the material by allowing you to test your knowledge of key concepts. You will be allowed two attempts to complete quizzes; the highest quiz grade will be used for the gradebook. A quiz is required for each week of new material presented.  The quizzes will be multiple choice and may include short answer. During all quizzes and exams you will be able to use your in-class notes and the textbook.  Quizzes will be due after the topic material has been presented. Please see Canvas for quiz due dates. |

## Assignments and Discussion Postings

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| **Canvas:**  Canvas will be utilized for the class. Lectures, Discussion Boards, Assignments, Quizzes, Class Activities and the Final Exam will be posted in Canvas. It will be your responsibility to check it often for information. Links for insurance industry related websites will be posted and will be helpful in research.  There will be a Unit Plan in Canvas for each week. It will provide an overview of the chapter(s), student learning outcomes, chapter content, assessments, and student learning activities. It is suggested that you review the Unit Plan for each week as it will help you navigate through required readings and assessment due dates.  PowerPoints for each chapter will be posted in Canvas and available prior to class.  **Current Event Presentations**  Each week after the initial Current Event Presentations are submitted, at least one or two students' Current Event presentation will be posted for the entire class to comment on by graded discussion.  Students present information on a current events impacting the insurance industry. A current event is one that has been in the press within the past month. A notice that an agent or insured has been charged or convicted of fraud is not considered to be a current event.  Each student will have the opportunity to record and post **two** current event videos during the semester. These presentations will be in the form of recorded Kaltura videos posted to Canvas for class viewing.  You are also expected to **post at least one or two** discussion entry **each week** commenting on any one or more of the topic postings from other students each week.  **Online Class Discussion Posts**  Reflection on presented materials can improve memory retention and discussing weekly content with others can help you understand the content in a more comprehensive way. An objective of the class is that students take away knowledge to apply in their future careers and daily life. The discussion posts are important to demonstrate students’ review of recorded lectures and other materials and facilitate knowledge-sharing and reflection of the class.  Online Class Discussion posts will only be required during online meeting weeks; no discussion post will be required after in-class meetings. The expectation is that each student reviews the online lecture(s), resources and other weekly materials, then posts a response to the provided discussion question or activity.  Initial discussion postings are due Wednesdays at 11:59 pm. Subsequent discussion posts are due by the Sunday after class.  **Assignments:**  Assignments may be presented before or after material is covered in class.  Assignments will be available in Canvas. Please see Canvas for assignment descriptions and due dates.  **Lecture Materials and Recordings**  Lecture materials and recordings for BUS 343 are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct. |

# Schedule

## Dates and Deadlines

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| The instructor will provide a tentative course schedule in a supplementary file. All provided course schedules are organized by week number in accordance with the official UWSP Academic calendar. A direct link to the UWSP Academic calendar can be found here: [UWSP Academic Calendar.](about:blank) |

# Other Administrative Details

## ADA / Equal Access for Students with Disabilities

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| The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. Links to UWSP’s policies regarding ADA, nondiscrimination, and Online Accessibility (IT & Communication Accessibility) can be found at: [UW Legal and Policy Information.](about:blank)  UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities.  The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.  If modifications are required due to a disability, please inform the instructor and contact the Disability Resource Center (DRC) to complete an Accommodations Request form. The DRC is located in room 108 in the Collins Classroom Center (CCC). For more information, call 715-346-3365 email [drc@uwsp.edu](about:blank), or visit: [Disability Resource Center](about:blank) |

## Nondiscrimination Statement

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| No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran’s status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715‑346‑2606 or visit: [Equal Opportunity Human Resources](about:blank) |

## SBE Inclusivity Statement

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| It is my intent that students from diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that the students bring in and out of class be viewed as a resource, strength, and benefit. Every person has a unique perspective and we learn from hearing many of them, but not all perspectives are represented in course readings. So, learning depends upon all of you contributing to the class with your own opinions and perspectives. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.  If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it. To do so, first go to the [Hate Bias Response Team website](about:blank), then click the button that corresponds to the appropriate campus, and finally complete and submit the report. You may also contact the Dean of Students office directly at [dos@uwsp.edu](about:blank).  Further information on UWSP’s commitment to an inclusive campus can be found here: [Equity, Diversity, and Inclusion](about:blank) |

## Religious Beliefs Accommodation

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| It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. A direct link to this policy can be found here: [Chapter UWS 22 Accommodation of Religious Beliefs](about:blank). |

## Help Resources

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| This section offers help resources relating to academic tutoring, healthcare, counseling, and other matter of student wellbeing. For help recourse related to technology use, please see section 1.4 above.  The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 234 Collins Classroom Center (CCC). For more information, call 715‑346‑3568 or visit: [Tutoring-Learning Center (TLC) at UWSP](about:blank).  If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715‑346‑4646 or visit: [UWSP Student Health Services.](about:blank)  The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: [UWSP Counseling Center.](about:blank)  In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students. Responding to students with care, concern, and resources is critical in supporting the success of our students and campus community, and therefore the Dean of Students maintains a list of resources that can provide support for a wide variety of situation. That list can be found here,  [Dean of Students Resources](about:blank). Moreover, the Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As such, an instructor may contact the Office of the Dean of Students if he or she senses that a student is in need of additional support beyond what the instructor is able to provide. Simply put, the Dean of Students is here to help. If you are ever unsure of what to do or who to contact, contact the Dean of Students Office at 715-346-2611 or visit them online at [UWSP Office of the Dean of Students.](about:blank)  UWSP students may also share a concern directly if they or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success and/or the safety of others. Please report any concerns of this nature at: [UWSP Dean of Students Anonymous Reports.](about:blank) |

## Emergency Response Guide

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| In the event of an emergency, follow UWSP’s emergency response procedures. For details on all emergency response procedures, please go to: [UWSP Emergency Guidebook pdf.](about:blank) |

## UWSP Community Bill of Rights and Responsibilities

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| UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students, staff, and faculty. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information, go to: [UWSP Community Bill of Rights and Responsibilities.](about:blank#section-1-communal-bill-of-rights-and-responsibilities) |

## University Attendance Policy

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| In addition to the course attendance policies determined by the instructor (noted above if applicable), the university provide standard guidelines by which students are to abide. All exceptions to the course attendance policy or the university guidelines should be documented in writing. A link to the university’s attendance guidelines can be found at: [University Attendance Policy.](about:blank) |

## University Drop Policy

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| You are expected to complete the courses for which you register. If you decide you do not want to take a course, you must follow the procedures established by the university to officially drop the course. If you never attend or stop attending a course and fail to officially drop, you will receive an F in the course at end of the semester. A link to the university’s drop policy can be found at: [University Drop Policy.](about:blank#Drop/Add/Withdrawal_Procedures) |

## Academic Honesty

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| UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here: [Chapter UWS 14 Student Academic Disciplinary Procedures.](about:blank) |

## Grade Reviews/Appeals

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| A formal grade appeal, also known as a Grade Review, can be requested in instances when the student feels that he or she was not provided a syllabus with a grading scale in a timely manner (i.e., the end of the second week of classes) and/or the instructor did not stick with the grading scale published in the syllabus. Questions of whether or not the instructor appropriately graded one or more of the course assignments, quizzes, exams, etc. are not matters to be decided by a formal grade appeal, but rather should be taken up with the instructor directly. Information on grade reviews can be found in the University Handbook, Chapter 7, Section 5. A link to the university’s policies on non-academic misconduct can be found at: [UWSP Grade Reviews/Appeals](about:blank). |

## Non-Academic Misconduct

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| Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university’s policies on non-academic misconduct can be found at: [UWSP Non-Academic Misconduct](about:blank). |

## Confidentiality

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| Under FERPA, students cannot remain anonymous in a class. Students are permitted to know who else is in their class.  Learning requires risk-taking and sharing ideas. Please keep your classmates’ ideas and experiences confidential outside the classroom unless permission has been granted to share them.  This course may require students to post their work online using applications or services that have not been approved by UW-system. In this situation, the students work will only be viewable only by his or her classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. Please contact your instructor prior to the due date if you wish not to participate in these online assignments due to confidentiality concerns.  UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, go to: [UWS Digital Learning Environment External Application Integration Requests](about:blank). Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357. Links to the Terms of Use and Privacy Polices for tool used at UWSP be found at: [https://www.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx](about:blank)  Here are steps you can take to protect your data and privacy:   * Use different usernames and passwords for each service you use * Do not use your UWSP username and password for any other services * Use secure versions of websites whenever possible (HTTPS instead of HTTP) * Have updated antivirus software installed on your devices   Additional resources regarding information security at UWSP can be found at: [Terms of Use and Privacy Policies for Tools Used](about:blank)  It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful. |

## Intellectual Property - A Guide to Student Recording & Sharing Class Content

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| Lecture materials and recordings for this class are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct. |

## Sample Coursework Permission

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| The instructor may wish to use a sample of your work or some of the feedback you provide on the course in future teaching or research activities. Examples: showing students an example of a well-done assignment; analyzing student responses on a particular question; discussing teaching techniques at a conference. If your coursework or feedback is used, your identity will be concealed. If you prefer not to have your work included in any future projects, please send the instructor an e-mail indicating that you are opting out of this course feature. Otherwise, your participation in the class will be taken as consent to have portions of your coursework or feedback used for teaching or research purposes. |

## Revision Clause

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| This syllabus, the provided schedule, and all aforementioned coursework, are subject to change. It is the student’s responsibility to check the course website for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email. |