 

COURSE SYLLABUS

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| BUS 344 |
| Insurance Operations | |
| Spring | 2024 | |

Course Prefix & Number

Course Name

Term

# Course Information

## Instructor Information

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| **Instructor:** | Katherine Ruffi |
| **Office:** | Please contact me in advance for a meeting location within the Professional Studies building. |
| **Physical Office Hours:** | 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. |

## Course Information

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| **Meeting Time & Location for face-to-face sessions:** | The course will meet in person during this time approximately 5 times during the semester. **Meeting dates 1/22/2023 to 5/10/2023**.  **In-person and online class meeting days are announced in Canvas and are subject to change based on industry visit availability and other factors.**  This is hybrid class. You are expected to attend in person on scheduled in person dates, unless ill or in quarantine. |
| **Location:** | Location: Professional Studies - CPS 229 |
| **In-Person Session Time:** | 4:00 – 6:50p |
| **Course Description:** | Comprehensive examination of insurance company operations encompassing insurance regulations, insurance marketing, property and liability insurance, health insurance, rate making, claims, reinsurance and insurance accounting. Provides an understanding of the core functions of an insurance company with exposure to guest speakers from across the insurance industry. |
| **Credits:** | 3 |
| **Prerequisites:** | BUS 340 or BUS 343 |

## Textbook & Course Materials

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| **Required Text(s):** | Connecting the Business of Insurance Operations, 1st edition (CPCU 520) The Institutes Collegiate Edition |
| **Recommended Text(s):** | Will be posted in Canvas, if applicable. |
| **Other Readings:** | Posted in Canvas |
| **Other Required Materials / Applications:** | Will be posted in Canvas, if applicable. |

## Course Technology

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| **Course Website:** | Canvas |
| **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. |
| **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](https://community.canvaslms.com/docs/DOC-10701) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](https://community.canvaslms.com/docs/DOC-3891). * 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: <https://uwstp.instructure.com/enroll/FNRAL8> |
| **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](mailto:techhelp@uwsp.edu) or at (715) 346-4357 (HELP) or visit: <https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx>  For technology instruction sheets, online support videos, and other related resources, go to: <https://www.uwsp.edu/online/Pages/Student-Support.aspx>  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**:** <https://www3.uwsp.edu/tlc/Pages/TechEssentials.aspx>  Additional tools designed to help students taking online or hybrid courses can be found at: <https://www.uwsp.edu/online/Pages/Online%20Student%20Orientation.aspx> |

# Learning Outcomes

## Course Goals

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| **At the end of the course, you will:**   1. Identify how current actions taking place in the world impact the insurance industry. 2. Be able to explain how an insurance company operates. 3. Outline the regulation of insurance companies at state and federal levels. 4. Identify the activities of the critical insurance functions of sales, underwriting and claims. 5. Explain how the functions of risk control and premium audit are important to underwriting. 6. Differentiate how insurance companies price insurance coverages and services. 7. Explain actions an insurance company takes to reduce risk through information technology (IT), reinsurance and strategic planning. 8. Define key insurance terms. 9. Obtain insurance industry connections. 10. Obtain a waiver for CPCU 520 exam with a passing grade of B in the class. |

## Course Learning Objectives

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| The course will provide a comprehensive examination of insurance operations encompassing insurance regulations, insurance marketing, underwriting property and liability insurance, risk control & premium audit, claims, actuarial function, reinsurance and strategic management. It will provide insight and exposure to the core functions of an insurance company through exposure to guest speakers from across the insurance industry. During the course, we will cover career opportunities in the insurance industry. |

## Course Content

During this course, the entire text of the Connecting the Business of Insurance Operations, 1st edition (CPCU 520) The Institutes Collegiate Edition is assigned, including each of the ten (10) text chapters. Course text work will be supplemented with current industry reading assignments and visits from industry leaders. Completion of this coursework with a grade of B or better will allow the student to be eligible to receive a waiver for completion of the CPCU 520 exam.

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| **Chapters Covered within BUS 344 – Insurance Operations from Connecting the Business of Insurance Operations, 1st edition (CPCU 520), The Institutes Collegiate Edition** |
| Chapter 1 - Understanding How Insurers Operate |
| Chapter 2 - Regulating Insurance Operations |
| Chapter 3 - Marketing and Distributing Insurance |
| Chapter 4 - Underwriting Risk |
| Chapter 5 - Understanding Risk Control and Premium Auditing |
| Chapter 6 - Analyzing Claims |
| Chapter 7 - Developing Insurance Rates |
| Chapter 8 - Exploring Reinsurance |
| Chapter 9 - Evaluating Information Technology Needs |
| Chapter 10 - Examining Strategic Management |

## 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:**  **\*\*In-person class meeting dates are mandatory. Please do not schedule conflicts over the scheduled in-class times.** Actual in-person meeting dates will be shared throughout the semester, based on guest speaker availability. The guest speaker in-person meeting dates are subject to change.  This class is designed 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 in-person meeting or virtual interaction. **If you are sick or in quarantine during an in-person 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.**  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 full points. 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 headphones, 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. Those students receiving a grade of B or better upon completion of this course will receive a waiver from the CPCU Society for The Institutes 520 – Insurance Operations exam. This means that if you pursue the CPCU designation in the future, this course will fulfill the CPCU 520 exam requirement for the Chartered Property Casualty Underwriter designation. Your file will be credited as if you completed and passed the exam; you will not have to pay an exam fee or study material fee. This is significant benefit for you and your insurance industry employer. |

## Points Available

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| **Points (*if provided*)** |  | **Item Description** | **Total Points** |
| 10 | Introduction | Students provide self-introduction. | 10 |
| 40 Points | Six Exams | Exams | 240 |
| 35 | Six Assignments | Assignments | 210 |
| 30 | One Current Event **Presentation** | Current Event Presentation Recorded | 30 |
| 10 | **Responses** to Current Event Presentations | Online Canvas discussion of classmates’ Current Event video. | 100 |
| 25 | Five or More Guest Speaker Preparation & Evaluation | Complete a guest speaker preparation and evaluation sheet. | 125 |
| 25 | Ten Online Class Discussion Topics | Students respond to Canvas online class topic. | 250 |
| 200 | Final Exam | Comprehensive Final | 200 |
|  |  | **TOTALS\*** | 1,165 |

\*Total points available subject to change during semester based on speaker availability.

# Coursework Descriptions & Commentary

## Exams

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| There will be five Exams, each worth **40 points.** The exam format will be short narrative answers. Exams will only be given after material has been presented.  The exams will be a combination of multiple choice and objective, short answer and situational problems. During all exams you will be able to use your in-class notes and the textbook. Exams and assignments will be available in Canvas.  All material presented in class, in guest presentations and in the text may be used in exams. Exams will be given upon completion of the material. Since you have the semester schedule it is up to you to be prepared for each exam. Make up exams and assignments will only be given under special circumstances with prior approval. You will be expected to submit into Canvas the Exams and Assignments by the date provided.  The Final Exam will be comprehensive and cover material from all chapters. |

## Quizzes

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| There will be no quizzes. |

## Assignments and Discussion Postings

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| **Canvas:**  Canvas will be utilized for the class. Announcements, Class Topic Discussion Boards, Assignments, Current Event Presentations, 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.  **Current Event Presentations**  Each student will have the opportunity to present **two** current events during the semester. These presentations will be in the form of recorded Kaltura videos posted to Canvas for class viewing.  These events should be current and in the news within the past six months. Potential sources of information are the internet, TV and newspapers. Reports of an agent conviction of fraud is not considered a current event.  You are also expected to **post at least one** discussion entry **each week** commenting on any one or more of the topic postings from other students each week.  Current Event submission due dates and Current Event Response due dates will be posted in Canvas.  **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 the day of class by the end of scheduled class time at 11:59 pm. Subsequent discussion posts will be 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 this course 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 lectures without written 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. |

## Smiley Professional Events – This section applies only to courses requiring Pro Events

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| Smiley Pro Events do not apply to this class. |

# 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: <https://www.uwsp.edu/acadaff/Pages/AcademicCalendar.aspx> |

# 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: <https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx>  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](mailto:drc@uwsp.edu), or visit: [www.uwsp.edu/drc](http://www.uwsp.edu/drc) |

## 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: <http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx> |

## 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 <https://www3.uwsp.edu/hbrt/Pages/default.aspx>, 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](mailto:dos@uwsp.edu). Further information on UWSP’s commitment to an inclusive campus can be found here: <https://www.uwsp.edu/equity-diversity-inclusion/?_ga=2.153240891.2061676798.1662211020-1646716202.1584973873> |

## 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: <https://docs.legis.wisconsin.gov/code/admin_code/uws/22> |

## 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: <https://www.uwsp.edu/tlc/Pages/default.aspx>  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: <http://www.uwsp.edu/stuhealth/Pages/default.aspx>  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: <http://www.uwsp.edu/counseling/Pages/default.aspx>  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.  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. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.aspx>  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: <https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx> |

## 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: <https://www3.uwsp.edu/emergency/Documents/UWSP%20Emergency%20Guidebook.pdf> |

## 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: <https://catalog.uwsp.edu/content.php?catoid=10&navoid=422#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: <https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx> |

## 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: <https://catalog.uwsp.edu/content.php?catoid=11&navoid=431&hl=add%2Fdrop&returnto=search#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: <https://docs.legis.wisconsin.gov/code/admin_code/uws/14> |

## 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: <https://www.uwsp.edu/acadaff/Pages/gradeReview.aspx> |

## 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: <https://www.uwsp.edu/dos/Pages/stu-conduct.aspx>. |

## 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: <https://www.wisconsin.edu/dle/external-application-integration-requests/>. 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>  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: <https://www.uwsp.edu/infosecurity/Pages/default.aspx>.  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. |

## COVID-19

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| Many COVID-19 restrictions have been lifted, both across the state and on UW-Stevens Point campuses. Yet COVID cases continue, so it’s important to continue taking precautions. Here are the procedures UW-Stevens Point has in place for fall.  **Face Coverings** are not required but are encouraged.   * Consider wearing a mask in crowded indoor spaces and when in close proximity outdoors. * Please be respectful of individual choices to wear or not wear a face covering, and to those who have a higher risk of complications. * Masks are required in Student Health Service, UWSP Counseling Center and the Speech, Language and Hearing Clinic. * Here’s more on well-fitted [face coverings](https://www3.uwsp.edu/coronavirus/Pages/Face-Coverings.aspx).   **For more information,** visit our COVID [website](https://www3.uwsp.edu/coronavirus/Pages/default.aspx). Students with questions may call Student Health Service at 715-346-4646 |