

## COURSE SYLLABUS

Course Prefix & Number	BUS 350
Course Name	Principles of Finance
Term	Spring 2023

### 1. COURSE INFORMATION

#### 1.1. Instructor Information

<b>Instructor:</b>	Dr. Deborah Beyer
<b>Office:</b>	CPS 414
<b>Physical Office Hours:</b>	Tuesday: 10 – 11; Thursday 11 - 12
<b>Virtual Office Hours:</b>	Wednesday 10 – 11(on Zoom); by appointment
<b>SENTRY SCHOOL Telephone:</b>	715-346-2728 (use email to contact me directly)
<b>E-mail:</b>	<a href="mailto:dbeyer@uwsp.edu">dbeyer@uwsp.edu</a> (preferred method of contact)
<b>Expected Instructor Response Time:</b>	24 hours. Please contact me with any questions you may have.

#### 1.2. Course Information

<b>Course Description:</b>	The course covers the financial principles applicable to the operation of business units, primarily corporations. It will cover the fundamentals of financial management, financial markets, risk and return, the time value of money, stocks and bonds, cost of capital, and capital budgeting.
<b>Credits:</b>	3
<b>Prerequisites:</b>	Acct. 210

#### Course format:

**This is a hybrid class.** This means that one day per week (Tuesday) we will meet in person, and the other “day” I will have recorded videos for you to watch. We will spend our in-class time reviewing key concepts from the videos and applying them in problem-solving activities.

**For each chapter,** materials will consist of 1) PowerPoint Slides and videos, 2) Homework Problems, 3) Quizzes 4) SmartBook Review. At the end of every 3 chapters, there will be an exam.

**PowerPoint Slides:** PowerPoint slides used in videos and during class will be available in Canvas prior to each class period/video. You are encouraged to refer to these slides and take notes while watching lectures and while participating in class discussions.

**Homework:** Online problems (found on McGraw-Hill *Connect*) will be assigned for most chapters and will be posted at the beginning of each chapter under the Assignments tab in Canvas. Problems are assigned to help you better understand course material. As such, problems are designed to be done after the chapter has been discussed in video and class. You have **three** attempts to complete each homework assignment. The highest attempted score (not the last score) will be recorded in the gradebook. Additionally, the two lowest homework scores will be dropped from the final homework average. A late penalty of 25% per day will be given to any homework submitted after the due date. We will discuss some of the homework problems during class.

**Quizzes:** Quizzes (also found on McGraw-Hill *Connect*) will be due at the end of each module. Quizzes are meant to help you all better understand the concepts studied in each module. The due dates for each quiz will be listed in the module overview. As with the homework, you will have three attempts to successfully complete each quiz. The highest quiz score will be retained in the gradebook. No late quizzes will be accepted. The lowest module quiz score will be dropped.

**SmartBook Reviews:** SmartBook Reviews will be available for each chapter on McGraw-Hill *Connect* to help in studying the material. **These reviews are optional but recommended;** material from them may appear on exams.

**Exams:** Each of the four exams will consist of problems and/or multiple-choice questions. Exams will be based on videos, chapter readings, Smart Reviews, and assignments. With the exception of two in-class problems, exams will be largely taken on McGraw-Hill *Connect*. If you score at least 10 points higher on exam 4 than on one of the previous exams, I will add 10 points to the lowest exam score.


### 1.3 Textbook & Course Materials

<b>Required Text(s):</b>	<i>Essentials of Corporate Finance</i> , 10 <sup>th</sup> ed., by Ross, Westerfield, and Jordan, McGraw-Hill, 2020
<b>Other Required Materials / Applications:</b>	<ul style="list-style-type: none"> <li>• Accompanying McGraw-Hill <i>Connect</i> website, \$55 access fee</li> <li>• Financial Calculator: You will learn how to use a financial calculator, beginning with chapter 4. Therefore, you must have a financial calculator with the following keys: N, I/Y, PV, PMT, FV, IRR, NPV. You can either use an actual financial calculator, or download a financial calculator app online (such as <i>BA financial calculator</i>). I will demonstrate functions in class using the Texas Instruments BA-II Plus.</li> </ul>

### 1.4 Course Technology

<b>Course Website:</b>	Canvas
<b>Other Websites:</b>	McGraw-Hill <i>Connect</i>
<b>Course Delivery:</b>	Hybrid: In person sessions = 11 – 12:15 Tuesday in CPS 116
<b>Delivery Mode Changes:</b>	<b>Changes to course delivery may occur at any time during the term to address public health and safety concerns.</b>

**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](#) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](#).
- Submit a Feature Idea  
*Have an idea to improve Canvas?*
  - If you have an idea for Canvas that might make instructions or navigation easier, offer your thoughts through the *Submit a Feature Idea* avenue.

Self-train on Canvas through the Self-enrolling/paced Canvas training course: <https://uws.instructure.com/courses/45767>

**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://www.uwsp.edu/tlc/Pages/techTutoring.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>

## 2 LEARNING OUTCOMES

### 2.3 Course Goals

Gain working knowledge of the financial aspects of Corporate America.

### 2.4 Course Learning Objectives

#### **Sentry School Program Assurance of Learning Objectives**

1. *Students will be able to apply core concepts, models and methods from business, accounting and economics in identifying and solving problems.*

#### **Bus 350 Learning Outcome**

Core concepts, models and methods in finance will be used throughout the course:

- financial statement analysis, including an understanding of information contained in the financial statements and ratio analysis
- financial markets, including factors influencing interest rates and stock market performance and the relationship between risk and return
- the time value of money, including concepts and computations
- stocks and bonds, including concepts and valuation techniques
- capital budgeting, including the cost of capital and valuation techniques

- 2a. *Students will be able to identify the regional benefits from a greater presence of local business in global markets.*

#### **Bus 350 Learning Outcome**

Factors affecting the U.S. financial markets and the importance of the financial markets in economic development and valuation will be discussed.

- 2b. *Students will be able to describe the structural changes in the local economy that results from globalization.*

#### **Bus 350 Learning Outcome**

Factors affecting the U.S. financial markets and the importance of the financial markets in economic development and valuation will be discussed.

- 3a. *Students will be able to appreciate the importance of behaving professionally and ethically.*

#### **Bus 350 Learning Outcome**

Corporate governance issues are discussed.

### 2.5 Academic Unit

**Sentry School Mission:** The UW-Stevens Point Sentry 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 Sentry School achieves its mission by valuing:

- Talent development
- Lifelong learning
- Career preparation
- On the job experiences
- Community outreach
- Regional partnerships
- Continuous improvement

**Accreditation Commitment:** The Sentry School 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.

## 3 COURSE POLICIES

### 3.3 Attendance

Attendance and participation are expected. Since this class meets only Tuesdays from 11 – 12:15, that time will be devoted to discussing the video lecture highlights, answering questions, and group problem-solving. Attendance will be taken on each Tuesday. The other “class period” each week will be completed by students asynchronously online, by watching video lectures on chapter material. Two attendance scores will be dropped. Attendance and in-class problem solving is worth 7% of the final grade.

### 3.4 Late Work

Homework will be completed through the textbook website, *Connect*, and will be due at the end of each chapter. Homework is due on the due date, but students can submit it late for 25% off each day it’s late. The two lowest homework scores will be dropped. Completing the homework is an excellent way of testing your understanding of the material and of preparing for the exams.

### 3.5 Etiquette/Netiquette

“Normal” protocol applies! Please treat everyone in the class with respect.

## 4 GRADING

### 4.3 Grading Scheme

Letter Grade	Percentage Range ( x = your score )				
	A	92.0%	≤	x	≤
A-	90.0%	≤	x	≤	91.9%
B+	87.0%	≤	x	≤	89.9%
B	82.0%	≤	x	≤	86.9%
B-	80.0%	≤	x	≤	81.9%
C+	77.0%	≤	x	≤	79.9%
C	72.0%	≤	x	≤	76.9%
C-	70.0%	≤	x	≤	71.9%
D+	67.0%	≤	x	≤	69.9%
D	60.0%	≤	x	≤	66.9%
F	0.0%	≤	x	≤	59.9%

#### 4.4 Grading Notes (if provided)

Curving Up to a 75% Class Average May be Utilized
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#### 4.5 Points Available

Points (if provided)	Percent (if provided)	Item Description	Gradebook Category (if provided)	Category Percent (if provided)
	15%	Exam 1	Exams	
	17%	Exam 2	Exams	
	18%	Exam 3	Exams	
	18%	Exam 4	Exams	
	5%	Quizzes	Quizzes	
	18%	Homework	Homework	
	7%	Attendance and in-class problems	Attendance	
	2%	Smiley Professional Events	Pro Events	
	<b>100%</b>	<b>TOTALS</b>		

## 5 COURSEWORK DESCRIPTIONS & COMMENTARY

### 5.3 Exams

There are four exams throughout the semester. Exam percentages are 15%, 17%, 18%, 18%, respectively. There will be a review prior to each exam. <b>Students copying or supplying answers to others during an exam are subject to academic misconduct.</b>
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## 5.4 SmartBook Reviews

SmartBook Reviews on *Connect* may be taken for unlimited practice (**recommended**), but will not count toward the final grade. Material from the smart reviews may appear on the exams.

## 5.5 Assignments

There will be homework assignments on McGraw-Hill *Connect* for each chapter. The lowest 2 homework scores will be dropped. This component of the grade is worth 18%.

## 5.6 Smiley Professional Events (or Pro Events)

Several UWSP departments and programs, including the Sentry School of Business & Economics, sponsor **Smiley Professional Events** (or **Pro Events**).

Pro Events connect you to:

- *Campus* (e.g., academic coaching, student clubs);
- *Community* (e.g., Rotary, Business Council); and
- *Careers* (e.g., internships, networking).

As a Sentry School of Business and Economics student, you will be able to choose from a wide variety of speakers, workshops and special events. With over 300 events per year on the Pro Events calendar, you will have significant flexibility in selecting your events. Whatever you choose, Pro Events will help you to make the most out of your time as a student and to prepare for transitioning into a successful career.

Visit the Pro Events web site ([proevents.uwsp.edu](http://proevents.uwsp.edu)) for announcements of upcoming events. You can also follow us on social media. Facebook: [UWSP Sentry School of Business & Economics](#)  
Twitter: [@UWSPBusiness](#)

For this course and to help your future career, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off of **Friday, March 17**; a second event must be before the end-of-semester cut-off (**May 12**). If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. Each Pro Event you attend will be worth 1% of your final grade, for a total of 2%. Either in-person or virtual events will count toward this requirement.

**Starting Fall 2022, only students registered for 100% online or branch-campus classes will have access to Pro Events recordings.** You may still earn Pro Events credits in many different ways:

- “Attending” live Zoom events; attendance will be taken at the end of the event.
- Attending in-person events.
- For maximum schedule flexibility, check out the Anderson Center Canvas page for details on Create Your Own events and Lunch with a Leader.

Attendance at Pro Events will be confirmed with automatic emails to you and updated on the Pro Events web site. Please allow a week for confirmation of attendance at events held outside the Sentry School, such as Career Services events. If you have a question about Pro Events attendance, please email [proevents@uwsp.edu](mailto:proevents@uwsp.edu).

If you have multiple courses or affiliations with Pro Events requirements, it is your responsibility to make sure you have attended enough events for each course/affiliation. If you have not attended enough events to cover all of your requirements, your attendance will be allocated to your courses in alpha-numeric order followed by any other affiliations.

After the mid-semester cut-off and the end of this semester's events, I will receive reports confirming your attendance. You do not need to do anything else.

Hint: if you are having trouble finding events that fit your schedule, check out the "Create Your Own Event" option on the Anderson Center Canvas page (<https://www.uwsp.edu/busecon/Pages/Events/create.aspx>). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. We also highly recommend our "Lunch with a Leader" program which allows you to set up a lunch (virtual or in-person) with a business expert to learn more about their industry, company and profession.

## 6 SCHEDULE

### 6.1 Dates and Deadlines\*

<i>Week of:</i>			
<b>Tuesday</b>	<b>Topics – in-person classes</b>	<b>Videos</b>	<b>Topics: asynchronous</b>
Jan. 24	Intro / Ch. 1	Jan. 26	Ch. 2: Financial Statements
Jan. 31	Ch. 2: Taxes and Cash Flows	Feb. 2	Ch. 3: Working with Fin. Statements
Feb. 7	Ch. 3: Financial Statements	Feb. 9	Review (Ch 1-3)
Feb. 14	Exam 1 (Ch. 1-3) in person	Feb. 17	Ch 4: Time Value of Money
Feb. 21	Ch. 4: Time Value of Money	Feb. 23	Ch. 5: Discounted Cash Flow
Feb. 28	Ch. 5: Discounted CF analysis	March 2	Ch. 6: Interest Rates
March 7	Ch. 6: Bond Valuation	March 9	Review (Ch 4-6)
March 14	Exam 2 (Ch. 4-6) online	March 16	Ch. 7: Stock Valuation
March 21	Spring Break	March 23	Spring Break
March 28	Ch. 7: Valuing stocks	March 30	Ch. 8: Net Present Value
April 4	Ch. 8: Capital Budgeting	April 6	Ch. 9: Capital Investment Decisions
April 11	Ch. 9: Investment Decisions	April 13	Review (Ch 7-9)
April 18	Exam 3 problem in class; Ch. 10: Capital Market History	April 20	Exam 3 (Ch. 7-9) online
April 25	Ch. 10	April 27	Ch. 11: Risk and Return
May 2	Ch. 11	May 4	Ch. 12: Cost of Capital
May 9	Ch. 12	May 11	Review (Ch. 10-12)
Wednesday May 17	(Final) In person Exam 4: (Ch 10-12) 8-10 am		

\*Subject to change with notice

Homework due dates for each chapter will be listed on the Canvas website. All provided course schedules are organized by week number in accordance with the UWSP Academic calendar. Calendar can be found here: <https://www.uwsp.edu/acadaff/Pages/AcademicCalendar.aspx>



## 7 OTHER ADMINISTRATIVE DETAILS

### *7.1 ADA / Equal Access for Students with Disabilities*

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 and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365, email [datctr@uwsp.edu](mailto:datctr@uwsp.edu) or visit: <https://www.uwsp.edu/datc/Pages/default.aspx>

### *7.2 Nondiscrimination Statement*

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>

### *7.3 Sentry School Inclusivity Statement*

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 using this link. You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu)

#### ***7.4 Religious Beliefs Accommodation***

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](https://docs.legis.wisconsin.gov/code/admin_code/uws/22)

#### ***7.5 Help Resources***

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 018 Albertson Hall. 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>

#### ***7.6 Emergency Response Guide***

In the event of an emergency, follow UWSP's emergency response procedures. For details on all emergency response procedures, please go to: <http://www.uwsp.edu/rmgt/Pages/em/procedures>

### ***7.7 UWSP Community Bill of Rights and Responsibilities***

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>

### ***7.8 University Attendance Policy***

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>

### ***7.9 University Drop Policy***

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>

### ***7.10 Academic Honesty***

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](https://docs.legis.wisconsin.gov/code/admin_code/uws/14)

### ***7.11 Grade Reviews/Appeals***

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>

### ***7.12 Non-Academic Misconduct***

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>.

### **7.13 Confidentiality**

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 Policies 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.

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

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.

### ***7.15 Sample Coursework Permission***

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.

### ***7.16 Revision Clause***

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.

### ***7.17 COVID-19***

Staying healthy is key to a safe, successful academic year. 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, especially when COVID-19 community levels are high. [Know your risk](#) and take steps to reduce it.

**If you have tested positive for COVID, please contact the instructor and refrain from attending class for 5 days.**

UW-Stevens Point monitors diseases and works with local and state health officials to keep our campus communities safe. On this site, you'll find information about vaccines, testing, staying home when sick and staying safe. See the Communication tab for campus [procedures](#) and the latest updates. The Centers for Disease Control and Prevention [COVID-19 Community Levels](#) are also a tool to help individuals decide what prevention steps to take based on the latest data.