



## School of Business and Economics

College of Professional Studies

### COURSE

BUS 360 - PRINCIPLES OF PRODUCTION-OPERATIONS MANAGEMENT

FALL 2018

### OVERVIEW

#### 1. To keep in mind

Instructor: Dr. Eduardo Rodriguez

E-mail: [Eduardo.Rodriguez@uwsp.edu](mailto:Eduardo.Rodriguez@uwsp.edu) I check my email regularly. This is the best way to get in touch. Please identify in the subject line of the email the course code Bus 360

Office: CPS 416

Office Hours Mondays and Wednesdays Mo and We 11:00 -12:00 and 1:00 to 1:30 PM and by appointment

#### 2. Course Description

**Scope** This class teaches quantitative management science techniques to solve business problems such as facility layout, process planning, work measurement, inventory control, quality control, and includes techniques such as linear programming and statistical process control. (See description in the UWSP Catalog)

**Objective** The objective of this course is to study the methods used by operations and production managers to make decisions in a company's pursuit of its strategic goals and objectives. Mathematical and spreadsheet tools will be reviewed and or developed as needed.

The course aim is to provide students with an integrated study of the nature of business processes, analytics tools and practical applications to the business permanent improvement.

In this course, the students will be able to design a business operation roadmap. This roadmap will allow the understanding and use of management



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methods to improve operations/production and to the means to add value to today's organizations.

### Mission

SBE Mission Statement: The UWSP School of Business & Economics educates and inspires students and prepares graduates for success in positions of leadership and responsibility. We serve the students, businesses, economy and people of the greater Central Wisconsin region. Our students achieve an understanding of regional opportunities that exist within the global economy. Evidence of our graduates' level of preparation will be found in their ability to:

- Analyze and solve business and economic problems
  - Understand the opportunities and consequences associated with globalization
  - Appreciate the importance of behaving professionally and ethically
- Communicate effectively.

### 3. Learning Objectives

#### What will you learn?

The OM course brings you to the world of what is happening behind the scenes in organizations to create the offer and convert it into a sustainable competitive advantage. Keep in mind the search for the answers to questions: What are the reasons to admire some companies and what are they doing well? What is making a company a very strong player in the market? How can peoples solve issues to manage productivity, efficiency and customer's satisfaction? How companies create a good customer experience? Many important questions

You will understand what is required and designed to offer products in supermarkets, devices/machines, computers, services, etc. I recommend you to spend some spare time to watch <https://www.sciencechannel.com/tv-shows/how-its-made/>

At the end of the course, you will

- Understand, Apply and Integrate Core Management concepts to improve the performance of organizations
- Demonstrate Critical Thinking, Problem-solving and Decision Making Skills for using appropriate tools and concepts
- Demonstrate selection and allocation Skills for problems, tools, and solutions



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- Demonstrate the ability to perform different type of analysis under various business processes
- Explore the use of operations management methodologies for different business processes
- Provide value to the business through the guide of analytics work according to the area of specialization of people, problem and technology
- Develop a working knowledge base of terminology within the fields of operations/production and data modeling
- Explain the role of operations management plays in efficiency and effectiveness of meeting organizational goals
- Conduct and interpret quantitative models/spreadsheet analyses to support the business processes understanding
- Identify security, privacy, and ethical issues associated with operations management
- Evaluate the opportunities for global competitive advantage associated with the use of Operations Management development and improvement

### 4. Course format

The course will be taught with a combination of lectures and class discussions based on assigned readings, skill building exercises, application assignments, and group or individual

case studies/company research. Students are encouraged to actively participate in class, ask questions, and stimulate the thinking of all those in the classroom. Oral presentations and written reports will also be required. Quizzes and Exams will be used to evaluate students' understanding of the course content.

It is necessary for students to complete the assigned readings and/or other required tasks no later than the beginning of class on the corresponding due dates (see "Course Calendar"). Doing so is key to synthesizing the concepts from the lectures and the readings, performing well on the exams/quizzes, and participating meaningfully in class.

Should you disagree with anything that occurs during class or feel uncomfortable with anything related to the course please discuss the matter with the instructor as soon as possible. If the source of unease or perceived injustice occurs during a particular class session, please speak with the instructor immediately after class. If you are unable to see the instructor after class, make an appointment to do so as soon as possible. The chain of command for addressing any grievances must be followed in order as follows: The Instructor > The School of Business &



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Economics Chairperson > The Dean of College of Professional Studies > The Associate Vice Chancellor for Teaching & Learning.

### 5. Course rules

Important  
academic  
aspects

**Attendance Policy:** You will be responsible for anything that goes on in class.

**Work turned in late:** Late work may not be accepted. If accepted, late work will lose 25% per calendar day.

**Missing Exams:** There will be no make-up exams. Students who have missed one of the midterm exams with a medical or university approved excuse, and who have notified me in advance will receive a statistically estimated score based on their other three exam scores. For students who have missed more than one of the midterms, a zero will be used as the missing grade in the estimation of each missing exam. If you miss the final exam, you will receive a grade of zero for that exam.

**ADA Statement:** If you feel you may need an accommodation or special services for this class, please see me or call the service at 346-3365.

**Academic Misconduct:** Any student caught cheating or assisting another student to cheat or allowing another student to cheat may be removed from the class and given a failing grade. The minimum penalty for cheating is a reduction in points of 200% of the value of the assignment. Academic Misconduct is defined as violating provisions of Chapter UWSP 14, Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code.

<http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>

**Technology Policy:** You may not have a laptop, tablet, cell phone or any other connected device out during class.

**Extra Credit:** Students may be given the opportunity to earn bonus points throughout the semester. I tend to put 105 points on a 100-point exam. The Project has extra bonus points for outstanding report and presentation. The extra points are extra credit. The availability of bonus points will be based on class pace, activities, and other circumstances. There is no guarantee that bonus points will be offered. When available, bonus point opportunities will be announced publicly in class or via D2L. No bonus point opportunities will be developed for individual students. That is, any request to earn bonus points by means of an activity that has not been publicized or offered to all enrolled



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students will be denied. Being absent from class automatically forfeits your right to earn the bonus points that were offered on the day you were gone. Exceptions for excused absences may be made at the instructor's discretion.

**Exam / Calculator / Cell Phone Policy:** You will need a calculator for the exams. It will need to be either a scientific or a business calculator (keys: [yx] or [^] and [ln] or [log]). You may NOT use an online calculator or a calculator on your phone, tablet, laptop, ... You may not share a calculator with another student. You may NOT have a cell phone out of your pocket/bag during an exam. Any student violating this policy will receive a score of zero (0) for the exam.

**Crib Sheet:** You are allowed a note sheet for each exam. This sheet may be up to 8.5 x 11 inches with notes on only one side. It may contain formulas, definitions, and notes on how to solve problems. It may not contain example problems, answers to problems or solved problems. It should have your name at the top. These crib sheets will be turned in with the exams. Any student using extra notes, or notes not allowed will receive a score of zero (0) for the exam.

### Plagiarism

Plagiarism is seriously taken as a form of stealing. Plagiarism happens when a writer uses the words or ideas of others as if they were his/her own words. It is often unintentional (hopefully), and can be easily avoided by always acknowledging the use of another's exact or paraphrased words/ideas with a proper citation of the source. Today's plagiarism detection software programs are extremely effective and widely used as a "stage one" screening device in the process of grading written assignments; detected plagiarism will result in an automatic "failing" grade for the course.

**SBE Events:** For this course, you must attend two official SBE Events. One event must be before the mid-semester cut-off of Fall 2018; a second event must be before the end-of-semester cut-off of Fall 2018. If you go to extra events before mid semester, those credits will carry over into the second half of the semester.

Visit the SBE Events web site (<http://business.uwsp.edu/events>) for announcements of upcoming SBE Events.

When you attend an event, it is your responsibility to sign in with your Point Card. Attendance at SBE Events will be confirmed with automatic emails to you and updated on the SBE Events web site. Please allow a week for



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confirmation of attendance at events held outside the SBE, such as Career Services events.

If you have multiple courses with SBE Events requirements, it is your responsibility to make sure you have attended enough events for each course. If you have not attended enough events to cover all of your courses, your attendance will be allocated to your courses in alpha-numeric order.

I will receive reports confirming your attendance. You do not need to do anything else. I will enter the SBE Event points into D2L once at the end of the semester.

### Grading

Grading will start with a traditional 90, 80, 70 scale. Grades may be curved from there at the discretion of the professor. If curved, they generally place roughly the top 25% of the students with a A or A- and roughly 75% of students with a A, A-, B+, B or B-. I will use whichever system gives students the higher grade.

Activity Points:

SBE Events (2) 20 in total

Exam 1 100

LP Project 25

Exam 2 100

Exam 3 100

Exam 4 100

Final Exam 100

Total 545

Exam

Coverage:

Exam 1: Chapters/Modules: 1, 2, 3, 4, 5, E

Exam 2: Chapters/Modules: 6, 6s, B, C, 7, 7s

Exam 3: Chapters/Modules: 8, 9, 11, 11s, 12, A

Exam 4: Chapters/Modules: 13, 15, 16, D

Final Exam (comprehensive): Chapters/Modules: All



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**6. Course Materials**

Required text

- Operations Management: Sustainability and Supply Chain Management (12th Edition) Hardcover – Jan 21 2016 by Jay Heizer (Author), Barry Render (Author), Chuck Munson (Author)

Additional resources

- MyOMLab  
[http://media.pearsoncmg.com/ph/bp/bridgepages/bp\\_heizer\\_bridgepage/student\\_resources.html](http://media.pearsoncmg.com/ph/bp/bridgepages/bp_heizer_bridgepage/student_resources.html)  
**We need to use POM and OM Excel add-in in our classes and exams you can install on your computer. We will use in class the versions available in the computer labs**

**7. Course Master Table Fall 2018**

<b>Lesson Date</b>	<b>Theory class - Lesson Topic</b>	<b>Practice class Exercises/cases/activities</b>
Week1 Septembe 3	Operations, productivity, and strategy, Chapters 1,2	Understand tools - cases
Week2 September 10	Project Management Chapter 3	POM / OM Session – PERT and CPM
Week3 September17	Forecasting Chapter 4	POM / OM Session – Forecasting tools
Week4 September 24	Design of goods and services Chapter 5 and supplement 5	POM/OM Session decision trees. Module A <b>EXAM 1</b>
Week5 October 1	Sustainability and Quality Chapter 6	POM / OM Session – Quality Control
Week6 October 8	Process Strategy Chapter 7	POM / OM Session Cost-volume analysis – Learning curves Module B and C
Week7 October 15	Location strategy Chapter 8	POM / OM Session – Location <b>EXAM 2</b>
Week 8 October 22	Layout strategies Chapter 9	POM / OM Session - Layout
Week 9 October 29	Human resources management Chapter 10	POM/OM Session – work measurement
Week 10 November 5	Supply Change Management Chapter 11	POM / Breakeven analysis Module A



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Week 11 November 12	Inventory Management Chapter 12	POM / OM Session – Inventor <b>EXAM 3</b>
Week 12 November 19	Aggregate Planning Chapter 13	POM / OM Session – Aggregate Planning – Module D
Week 13 November 26	Material Requirement Planning Chapter 14	POM / OM Session - MRP
Week 14 December 3	Scheduling and Lean Operations Chapter 15, 16	POM / OM Session Kanbans and machine sequences <b>EXAM 4</b>
Week 15 December 10	Maintenance and reliability Chapter 17	POM / OM Session - Reliability

### 8. Course and syllabus revisions clause

The instructor reserves the right to include additional content or to make other revisions to the course, schedule, or syllabus as necessary. These changes may occur at any time during the semester. Students will always be made aware of these changes via an in-class announcement, D2L post, email, or some combination of these.

### 9. Student responsibility to know what is required

Student performance will involve completion of the items listed in the “ Grading” section. These tasks will be communicated to students in class, on the syllabus, on the course calendar, and/or on D2L. Please note, all items that appear on the syllabus/course calendar are expected to be completed on time, whether or not the instructor announces them in class. It is the students’ responsibility to know what is required and where to look on the syllabus, course calendar, or D2L in order to locate the necessary information. If there are any questions, students are encouraged to email the instructor.

Students should check the syllabus/course calendar often so as to be aware of any changes. The “ Last Updated ” date is prominently displayed at the top of both of these documents. Comparing the date of your copy with that of the version available on D2L will show whether or not you are using the most recent draft. Some impromptu course points may be given without prior warning. If implement, these impromptu points will not be stated on the syllabus/course calendar. As a rule, impromptu points, when implemented, will not constitute a significant percentage of a student’s final grade (i.e., ≤ 10% for each instance).





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Unless approval is granted prior to being gone, there will be no make-ups for quizzes, in-class exercises, impromptu points, or assignments that are collected on a day that a student is absent. Students are responsible for all material covered in class and disseminated through other means, regardless of their presence in class when the information was taught.

### 10. Participation

The key to having a great semester in this class is the informed, willing, and engaged participation of all students. You will ultimately learn more and the time spent in class will be more enjoyable if everyone participates fully. Be prepared to volunteer questions and reactions regarding information from the textbook chapters, supplementary readings, and ideas brought up during class. Successful participation is achieved through consistent, daily contribution to class discussion. Merely coming to class is not the same as participating. For this course, participation is not explicitly graded; however, it will be considered when evaluating close calls in final grades.

### 11. Classroom courtesy

**POSITIVE LEARNING ENVIRONMENT.** It is my goal to provide a safe and nurturing learning environment for all students. Therefore, breaches of classroom courtesy are defined as any behaviors that are disruptive to the learning environment. The following examples provide a foundational description of classroom courtesy:

- 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, 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

### 12. Reviewing & disputing examinations

Students will not be permitted to retain their past exams or review their test booklets aside from the class time allotted for this purpose. It is forbidden for students to take photographs of their



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exams or the exam debriefing PowerPoints. Students caught doing so will receive a zero on the exam.

Students can petition the instructor via email to review their past exam outside of class. Permission for these special appointments is at the instructor's discretion. If an outside exam review session is granted, the student is only permitted to read through his or her own exam, without taking notes or highlighting the book or any other study materials. No electronic devices are allowed during outside exam review sessions. The last day that students can review past exams, even by special appointment, is listed on the course calendar.

Generally, disputes involving individual exam questions are not permitted due to the bonus point opportunities built into each exam to offset possible unfairness. If there are any remaining disputes of test questions, these appeals must be hand written and submitted to the instructor by the end of class on the day the exam is reviewed.

### **13. Class video recordings/photographs**

At no time may a student (or the professor) take a photo, video, or audio recording in a regular class session without obtaining prior approval (written or verbal) from all individuals in attendance. The only exception is administrative documentation of the examination environment. That is, Exams may be video recorded or photographed by the instructor without prior consent from students. Recordings/photographs of exams will be taken for the sole purpose of resolving any possible disputes that may arise regarding exams or academic integrity. Exam recordings/photographs will never be shared publicly. Once the record maintenance period has expired, all exam recordings/photographs will be permanently erased.

### **14. Academic integrity**

Academic dishonesty includes misrepresentations of facts regarding the timely completion of exams and papers. If it is determined that students have inappropriately collaborated on exams or assignment or that a student has used a classmates' responses to answer an exam question or complete an assignment, failing the course is the minimal likely appropriate sanction. Likewise, failure to properly cite sources used when completing a written assignment may lead to a failing grade on the paper or in the class. Students are expected to do their own work. If it is a group assignment equal contributions are expected. Asking another person for help if you are stuck is expected, but having someone do your work or copying another student's work is NOT permitted and is considered cheating. As a scholastic matter, it is at the discretion of the instructor to determine appropriate penalties. As a University disciplinary matter, academic



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dishonestly can result in suspension from the University or other lesser penalties. Any student involved in instances of academic dishonesty, intentionally or unintentionally, has failed to uphold the academic integrity of the university and is subject to penalty. Students will always be notified via email, without delay, if they incur a penalty of any kind.

The Student Rights and Responsibilities Document includes the university policies regarding academic misconduct, which can be found in Chapter 14. A direct link can be found here: <http://www.uwsp.edu/dos/Pages/Academic-Misconduct.aspx>.

UWS 14.03 defines academic misconduct as follows: Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student's academic performance;
- assists other students in any of these acts.

In terms of plagiarism, please note that you must reference all sources in the body of submitted papers and on a complete reference page. Source information must be provided regardless if you are quoting or paraphrasing. The rule of thumb is anything not common knowledge must be referenced. Failure to do so will result in a failing grade or a lesser grade penalty. Be aware that UWSP subscribes to Turnitin™, a plagiarism detection service, and all cases of plagiarism will be identified. Instances of plagiarism will result in course-level consequences as well as a university disciplinary case. Using the work from another student or students from past classes is not appropriate and is considered plagiarism. 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 <http://www.uwsp.edu/dos/Pages/Information%20for%20Students.aspx>.

### 15. 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. For more information about UWSP's policies, see: <https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx>



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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 or visit:

<https://www.uwsp.edu/datc/Pages/default.aspx>

### 16. Inclusivity/Nondiscrimination Statement

It is the responsibility of the instructor to present materials and activities that are respectful of diversity, such that students from all diverse backgrounds and perspectives be well-served by this course. 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>

### 17. 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)

### 18. Help Resources

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



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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>

### 19. 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>

### 20. 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:



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<https://catalog.uwsp.edu/content.php?catoid=10&navoid=422#section-1-communal-bill-of-rights-and-responsibilities>

### 21. 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>

### 22. 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](https://catalog.uwsp.edu/content.php?catoid=11&navoid=431&hl=add%2Fdrop&returnto=search#Drop/Add/Withdrawal_Procedures)

### 23. 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)

### 24. 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



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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>

### 25. 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/student-conduct.aspx>.

### 26. Confidentiality

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.

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.

### 27. 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.

### 28. 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.



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