 

COURSE SYLLABUS

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| Bus 350 |
| Principles of Finance  |
| Spring 2022 |

Course Prefix & Number

Course Name

Term

# Course Information

## Instructor Information

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| **Instructor:**  | Kevin M. Bahr, Ph.D. |
| **Office:** | CPS 426 |
| **SBE Telephone:** | 715-346-2728 |
| **E-mail:** | kbahr@uwsp.edu **(preferred contact method)** |
| **Office hours:** | M W 10:00 – 11:00 (online) Office hours will be virtual and online.E-mail is the preferred contact method. If you have any questions as you work through the material, just send me an e-mail. Don’t hesitate to ask questions. I will generally respond to e-mails fairly quickly, but will have the online office hours and can respond during this time period. We can also meet by Zoom. |

## Course Information

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| **Course Description:**  | 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.  |
| **Credits:** | 3 |
| **Prerequisites:** | Acct. 210 |

**Course Format:**

The material is presented in an independent, self-study format. **If you have any questions as you are working through the material send me an e-mail.** There is a lot of flexibility as to when you study the material, but you need to **study** it.

For each chapter, materials will consist of 1) Chapter Study Guide, 2) Powerpoint Slides, 3) Homework Solutions, and 4) a Practice Quiz in Canvas. Some chapters will also have associated website questions. **For each chapter, I will e-mail the Study guide, slides, homework solutions and any relevant website questions via the UWSP class distribution e-mail list. The materials are also available in Canvas. In other words, the chapter material will be e-mailed and also available in Canvas. Only the practice quizzes and exams are exclusively available in Canvas.**

The Powerpoint slides are detailed to hopefully provide you with an excellent explanation of the material. I have written the Chapter Study Guides to help your understanding of the material covered in the Powerpoint slides and provide guidance as to what is important through the Study Questions. Website questions are designed to provide an example of how chapter material applies to current financial markets and information. You should attempt to do the homework on your own prior to referring to the homework solutions. Homework solutions are provided to help you work through the homework if you get stuck and provide answers and explanations as to how to do problems.

For each chapter, it is suggested that you do the following:

* **Read the Chapter Study Guide concurrently with studying the Powerpoint slides for a given chapter.** The study guide provides an expanded explanation of the material covered in the slides and has critical Study Questions relating to the Powerpoint Slides. The purpose of the Study Questions is to provide you with guidance as to what is important, what you need to know, and what you will be tested on. The Study Questions should provide a focus for your studying.
* **Do the homework.** Assigned homework problems are NOT collected. Assigned homework problems are NOT graded. However, if you want to do well on the exams, it is highly recommended that you do the homework. **Problems on the exam are VERY similar to the homework problems.**
	+ - * + **Answer any assigned website questions; some of the exact, same website questions will be on exams.**
				+ **TAKE THE PRACTICE QUIZZES IN CANVAS. the practice quizzes do NOT count toward your grade in the class, but they will help prepare you for the exams.**
			* Review the chapter in the textbook.

**Exam questions will be based on the Study Questions from each Chapter Study Guide, homework questions and problems, Canvas practice quizzes, and any associated website questions****. I would strongly suggest that you take the practice quizzes to help you prepare for the exams. You can take the quizzes an unlimited number of times.**

**1.3 *Textbook & Course Materials***

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| **Required Text:**  | **Brigham, Houston**, Fundamentals of Financial Management,  (Concise Ninth Edition) |

**Financial Calculator**:

It is expected that you will know how to use a financial calculator, beginning with chapter 5. You should have a financial calculator capable of doing present value, future value, annuity problems, and internal rate of return calculations. You can use either an actual financial calculator or download a financial calculator app from itunes or the Google app store. You will also be provided with a link to an online calculator in chapter 5 that is quite similar to using a calculator or app. It will solve all the problems that you are required to do in this course. Unfortunately, links can change or get broken, so if you use an online calculator to solve problems you have to be sure that the link remains valid. If you use an actual financial calculator, it does not matter which financial calculator you have. However, you should have the corresponding owner’s manual or tutorial. I have tutorials available (they are available for downloading in Canvas) for the following calculators:

* Hewlett-Packard 10B and 10BII
* Hewlett-Packard 12C
* Hewlett-Packard 17BII
* Sharp EL-733A
* Texas Instruments BAII Plus

If you decide to use a financial calculator app rather than an actual financial calculator, it is your responsibility to make sure the app you select is appropriate for the homework in this course. (You need a financial calculator, which means it has the ability to do time value of money problems, like present value and future value.)

You will use the financial calculator for homework and exam problems. However, you should also be able to use financial tables to solve homework and exam problems. Financial tables can be downloaded from Canvas. If your calculator malfunctions during an exam, you should be able (and will be required) to solve the problems using the tables. This would be the only reason that you would use the financial tables. You do not get to restart or retake an exam because of a calculator malfunction. THE FINANCIAL CALCULATOR WILL BE REQUIRED BEGINNING WITH **CHAPTER 5**.

The textbook and the problems which will be covered provide guidance as to how to use a calculator to solve various financial problems. Note however, since a specific model of calculator or app is not required, IT IS ULTIMATELY YOUR RESPONSIBILITY TO LEARN HOW TO USE YOUR CALCULATOR OR APP. If you select one of the above listed calculators, you can download a tutorial for the calculator in Canvas. (In some cases, there are apps very similar to the calculators.) Financial calculators are similar but can have their own specific nuances. Students have generally found the tutorials to be useful in learning how to use their calculator and usually find the tutorials to be easier to follow than the owners’ manual. The tutorials are concise (generally only 12-15 pages) and are specifically designed to guide you with using your calculator for problems in this course. I really don’t think you will find it difficult to learn how to use your calculator or app, you just have to practice with it and get used to it. If you can figure out how to use an iPhone, you can figure out how to use a calculator or app.

## 4 Course Technology

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| **Course Website:**  | All course material is available through CANVAS |
| **Other Websites:** | Appropriate websites relevant for a particular chapter are indicated in the chapter course material. |
| **Canvas Support:** | **ALL QUESTIONS OR PROBLEMS USING CANVAS SHOULD BE DIRECTED TO THE CANVAS LEARNING MANAGEMENT SYSTEM.*** Click HELP from within Canvas for links tosupport via email and chat.
* Call Canvas Support for Students at 1 (833) 828-9804.
* [Canvas Student Guides](https://community.canvaslms.com/docs/DOC-10701)
* [Canvas Video Guides](https://community.canvaslms.com/docs/DOC-3891)

**Training*** A self-paced [Student Training / Orientation course](https://uwstp.instructure.com/enroll/36GKLY) is available for self-registration in Canvas
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| **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 or at (715) 346-4357 (HELP) or visit: [https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx](https://www3.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx)**ALL QUESTIONS OR PROBLEMS USING TECHNOLOGY SHOULD BE DIRECTED TO THE UWSP HELP DESK.** |

# Learning Outcomes

## 2.1 Course Objectives and Outcomes

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| 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 OutcomeCore 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 result 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 professional and ethically.*Bus 350 Learning OutcomeCorporate governance issues are discussed. The goals of the course include:* Students understand current economic and financial market conditions, and implications for corporate financial strategic planning
* Students gain a solid understanding of financial statement analysis
* Students gain an appreciation for the skills needed for effective corporate financial strategic leadership
* Students gain the skills to apply their knowledge of economic and financial market conditions, and financial statement analysis through corporate financial strategic planning
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## 2.2 Academic Unit

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| **SBE Mission:**  | 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:** | 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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| Not applicable – this is a fully online course. |

## Late Work

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| Not accepted. You need to do take the 5 exams in the exam windows as stipulated below. |

## Etiquette/Netiquette

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| It is expected that all participants in the class will treat each other respectfully. |

# Grading

## Grading Scheme

**To be consistent with previous semesters, there will be a curve used in Bus 350. Your final grade is based on your final average. Your final average will consist of your exam average (an equal weighting of your scores from 5 exams given in the course) PLUS any points earned from attending Pro Events. If you attend 1 Pro Event then 1 point will be added to your exam average to determine your final average and grade. If you attend 2 Pro Events, then 3 points will be added to your exam average to determine your final average and grade. For example, if your exam average is 70 and you attend 2 Pro Events, then your final average is 73. The maximum number of points you can earn from attending Pro Events is 3; if you do not attend any events, then your exam average is your final average. Final averages ending in .5 or greater will be rounded up.**

**Your final average is compared to the curve below to determine your final grade:**

A- 85-87; A 88-100%

B- 75-77; B 78-81; B+ 82-74

C- 60-64; C 65-69; C+ 70-74

D- 50-54; D 55-59

F < 50

**EXTRA CREDIT IS NOT AVAILABLE FOR THIS COURSE. Students copying or supplying answers to others during an exam are subject to academic misconduct. Don’t do it.**

# Coursework Descriptions & Commentary

## Exams

**five exams will be given in the course. all exams will be available through CANVAS.**

**each exam SCORE WILL comprisE 20% OF your exam average. OBVIOUSLY, THE EXAMS ARE OPEN NOTE, OPEN BOOK. HOWEVER, you are to work on each of the exams independently.**

**EACH EXAM WILL HAVE 25 MULTIPLE CHOICE, EQUALLY WEIGHTED QUESTIONS. YOU WILL HAVE ONE HOUR and 30 minutes (90 minutes) TO COMPLETE EACH EXAM. once you start the exam, you must complete the exam. You need to know the material as well as you can. The exams are open note, open book, but you will not have time to simply look up ALL the answers. THERE IS A 3 WEEK WINDOW FOR EACH EXAM.**

**THE EXAM CONTENT and window FOR EACH EXAM IS GIVEN BELOW:**

 **% of EXAM**

**eXAM AVERAGE EXAM CONTENT EXAM WINDOW**

**Exam 1 20% Chapters 1 and 2 Mon. Jan. 24 8:00 a.m. through Mon. Feb. 14 11:59 p.m.**

 **Exam 1 must be completed by Mon. Feb. 14 11:59 p.m.**

**Exam 2 20% Chap. 3 and 4, Taxes Mon. Feb. 14 8:00 a.m. through Mon. Mar. 7 11:59 p.m.**

 **Exam 2 must be completed by Mon. Mar. 7 11:59 p.m.**

**Exam 3 20% Chapter 5 and 6 Mon. Mar. 7 8:00 a.m. through Mon. Apr. 4 11:59 p.m.**

 **Exam 3 must be completed by Mon. Apr. 4 11:59 p.m.**

**Exam 4 20% Chapters 7 and 8 Mon. Apr. 4 8:00 a.m. through Mon. Apr. 25 11:59 p.m.**

 **Exam 4 must be completed by Mon. Apr. 25 11:59 p.m.**

**Exam 5 20% Chapters 9 and 11 Mon. Apr. 25 8:00 a.m. through Mon. May. 16 11:59 p.m.**

 **Exam 5 must be completed by Mon. May 16 11:59 p.m.**

**The exams in Canvas will show one question at a time. you are responsible for doing each exam independently. Each quiz window is 3 weeks.**

**EACH EXAM MUST BE TAKEN AND COMPLETED DURING THE SPECIFIED WINDOW.**

## Quizzes

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| **There is a practice quiz for each chapter in Canvas.**  **The practice quizzes do NOT count toward your grade in the class, but they will help prepare you for the exams. I would strongly suggest that you take the practice quizzes since they will help you prepare for the exams. You can take the quizzes an unlimited number of times.**  |

## Homework

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| **Homework**The following list of questions and problems may be revised during the semester. **Homework Questions and Problems will NOT be collected and will NOT be graded**; however, exam problems will be VERY similar to the homework problems. Questions ProblemsCh. 1 IntroCh. 2 Financial Markets 3, 4, 5, 8, 9Ch. 3 Financial Statements, Cash Flow and Taxes 3, 4, 5, 7, 8 4, 11, 12, 17Ch. 4 Analysis of Financial Statements 1, 2, 4, 6 23, 24Ch. 5 Time Value of Money 7 1, 2, 3, 5, 6, 8, 11, 12, 13, 23, 26, 32, 34, 37Ch. 6 Interest Rates 2, 4, 7, 8, 9, 10 Ch. 7 Bonds 3, 4, 6, 8, 14 1, 4, 5, 9, 12Ch. 8 Risk and Rates of Return 5, 8 2, 3, 7, 12, 17 Ch. 9 Stocks 2, 5, 8, 10, 19, 20Ch. 11 Capital Budgeting 3, 4, 5 1, 2, 4, 7 (NPV,IRR, and Payback), 11 |

## Smiley Professional Events (or Pro Events)

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| Several UWSP departments and programs, including the 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 an SBE 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**) for announcements of upcoming events. You can also follow us on social media. Twitter: [@UWSPBusiness](https://twitter.com/uwspbusiness)For this course, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off of Friday, March 18; a second event must be before the end-of-semester cut-off Friday, May 13. If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. If you attend 1 Pro Event then 1 point will be added to your exam average to determine your final average and grade. If you attend 2 Pro Events, then 3 points will be added to your exam average to determine your final average and grade. For example, if your exam average is 70 and you attend 2 Pro Events, then your final average is 73.The maximum number of points you can earn from attending Pro Events is 3; if you do not attend any events, then your exam average is your final average.As we continue Pro Events during COVID, there will be a variety of ways to earn your credits:* Attend virtual (Zoom) events in real time; receive attendance credit directly by signing in with your Point card.
* Watch recordings of past events; receive attendance credit after you submit report via Anderson Center Canvas page.
* Attend occasional live events on campus; receive attendance credit directly.
* Attend off-campus live events; take Events Attendance form and obtain signature.

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 SBE, such as Career Services events. If you have a question about Pro Events attendance, please email 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 ([https://www.uwsp.edu/busecon/Pages/Events/create.aspx](https://www3.uwsp.edu/busecon/Pages/Events/create.aspx) ). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. During “Kickstart Your Career,” there’s the special “Lunch with a Leader” program that allows you to set up a lunch with a local business expert to learn more about their industry, company and profession. Normally, the Anderson Center pays the cost of lunch for SBE students and their guests; during this COVID era, the lunches may be “virtual” (Zoom). |

# Schedule

## Dates and Deadlines

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| **THIS IS THE ONLINE FORMAT FOR BUS 350. YOU HAVE THE FLEXIBILITY TO BASICALLY STUDY THE MATERIAL WHEN YOU WANT TO. HOWEVER, EXAMS MUST BE COMPLETED IN THE SPECIFIED TIME WINDOW BY THE STIPULATED DATE. THE TIMETABLE BELOW IS A SUGGESTION AS TO HOW YOU CAN STUDY THE MATERIAL TO COMPLETE THE EXAMS IN A TIMELY MANNER. DO NOT FALL BEHIND; IT WILL BE HARD TO CATCH UP.****TIMETABLE**

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| **Week of** | **Topics** |  |  |
| **Jan. 24** | **Syllabus** |  | **Ch. 1** |
| **Jan. 31** | **Ch. 2** |  | **Ch. 2** |
| **Feb. 7** | **Study for Exam 1** |  | **Take Exam 1** |
| **Feb. 14** | **Ch. 3/Taxes** |  | **Ch. 3/Taxes** |
| **Feb. 21** | **Ch. 4** |  | **Ch. 4** |
| **Feb. 28** | **Study for exam** |  | **Take exam 2** |
| **Mar. 7** | **Ch. 5** |  | **Ch. 5** |
| **Mar. 14** | **Ch. 6** |  | **Ch. 6** |
| **Mar. 21** | **Spring Break** |  |  |
| **Mar. 28** | **Study for exam** |  | **Take exam 3** |
| **Apr. 4** | **Ch. 7** |  | **Ch. 7** |
| **Apr. 11** | **Ch. 8** |  | **Ch. 8** |
| **Apr. 18** | **Study for exam** |  | **Take exam 4** |
| **Apr. 25** | **Ch. 9**  |  | **Ch. 9** |
| **May 2** | **Ch. 11** |  | **Ch. 11** |
| **May 9** | **Study for exam** |  | **Take exam 5** |

 **% of EXAM****eXAM AVERAGE EXAM CONTENT EXAM WINDOW****Exam 1 20% Ch. 1 and 2 Mon. Jan. 24 8:00 a.m. through Mon. Feb. 14 11:59 p.m.** **Exam 1 must be completed by Mon. Feb. 14 11:59 p.m.****Exam 2 20% Ch. 3, 4, Taxes Mon. Feb. 14 8:00 a.m. through Mon. Mar. 7 11:59 p.m.** **Exam 2 must be completed by Mon. Mar. 7 11:59 p.m.****Exam 3 20% Ch. 5 and 6 Mon. Mar. 7 8:00 a.m. through Mon. Apr. 4 11:59 p.m.** **Exam 3 must be completed by Mon. Apr. 4 11:59 p.m.****Exam 4 20% Ch. 7 and 8 Mon. Apr. 4 8:00 a.m. through Mon. Apr. 25 11:59 p.m.** **Exam 4 must be completed by Mon. Apr. 25 11:59 p.m.****Exam 5 20% Ch. 9 and 11 Mon. Apr. 25 8:00 a.m. through Mon. May. 16 11:59 p.m.** **Exam 5 must be completed by Mon. May 16 11:59 p.m.** |
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# Other Administrative Details – UWSP Policies

## 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](https://www3.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 or visit: [https://www.uwsp.edu/datc/Pages/default.aspx](https://www3.uwsp.edu/datc/Pages/default.aspx) |

## 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 using this link. You may also contact the Dean of Students office directly at dos@uwsp.edu

## Help Resources

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| 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](https://www3.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](https://www3.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 <http://www.uwsp.edu/rmgt/Pages/em/procedures>  |

## 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](https://www3.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](https://www3.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](https://www3.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](https://www3.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](https://www3.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 AND e-mail for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email. |

**7.16. *COVID-19***

***Face Coverings***:

* At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the Disability and Assistive Technology Center to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

***Other Guidance***:

* Please monitor your own health each day using this screening tool. If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
* As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
* Maintain a minimum of 6 feet of physical distance from others whenever possible.
* Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
* Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
* Please maintain these same healthy practices outside the classroom.