



# COURSE SYLLABUS

BUS 370 (Online)
Management Information Systems
Fall 2019

## 1. COURSE INFORMATION

### 1.1. Instructor Information

<b>Instructor:</b>	Dr. Nikolaus Butz
<b>Office:</b>	CPS 417
<b>Physical Office Hours:</b>	9:30am – 11:00am, Tu/Th (also by appt)
<b>Virtual Office Hours:</b>	Available by appointment
<b>Office Telephone:</b>	715-346-3420
<b>E-mail:</b>	nbutz@uwsp.edu
<b>Expected Instructor Response Time:</b>	2 business days

### 1.2. Course Information

<b>Sections taught this term by this instructor:</b>	Sec 1, Online
	Sec 2, 11:00am – 12:15am, Tu/Th, CCC 224
<b>Course Description:</b>	This course integrates the topics of management, marketing, organizational structure, and systems theory. A thorough understanding of these topics is essential for optimal utilization of an organization’s information resources. Computer hardware and software, telecommunications, spreadsheet, and database concepts are emphasized. The students and instructor will also investigate the application of e-commerce business models to achieve competitiveness in global business environments. When applied correctly, the topics and skills covered in this course have the potential to improve performance within organizations of any size, large or small.
<b>Credits:</b>	3
<b>Prerequisites:</b>	BUS 320: Principles of Management BUS 325: Organizational Behavior BUS 330: Principles of Marketing

### 1.3. Textbook & Course Materials

<b>Required Text(s):</b>	<ul style="list-style-type: none"> <li>• M: Information Systems (5<sup>th</sup> ed.) [ISBN: 9781307413748] <ul style="list-style-type: none"> <li>○ <b>Cite as:</b> Baltzan, P. (2018). <i>M: Information Systems</i> (5th ed.). New York: McGraw-Hill.</li> </ul> </li> </ul>
<b>Recommended Text(s):</b>	N/A
<b>Other Readings:</b>	<ul style="list-style-type: none"> <li>• Provided on Canvas as needed.</li> </ul>
<b>Other Required Materials / Applications:</b>	<ul style="list-style-type: none"> <li>• Top Hat App (Paid Subscription). <ul style="list-style-type: none"> <li>○ Join code information is provided on Canvas.</li> </ul> </li> <li>• A smartphone (Apple or Android), tablet, or laptop to bring to class each day.</li> <li>• Access to a computer with Microsoft Office (Excel, Word, PowerPoint).</li> <li>• Minimum of 1 GB of data storage (hard drive, flash drive, or online storage account).</li> </ul>

### 1.4. Course Technology

<b>Course Website(s):</b>	<ul style="list-style-type: none"> <li>• Canvas <ul style="list-style-type: none"> <li>○ UWSP's Online Learning Management System <a href="https://www.uwsp.edu/canvas/Pages/default.aspx">https://www.uwsp.edu/canvas/Pages/default.aspx</a></li> </ul> </li> <li>• Flipgrid (Free) <ul style="list-style-type: none"> <li>○ Video discussion platform <a href="https://flipgrid.com/bus370fa19">https://flipgrid.com/bus370fa19</a></li> </ul> </li> <li>• ExPrep <ul style="list-style-type: none"> <li>○ Excel project portal <a href="https://portal.excelpreparation.com/Account/Login">https://portal.excelpreparation.com/Account/Login</a></li> </ul> </li> </ul>
<b>Other Websites:</b>	N/A
<b>Course Delivery:</b>	Entirely online

#### 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.

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- 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, feel free to offer your thoughts through this Submit a Feature Idea avenue.

Self-train on Canvas through the Self-enrolling/paced Canvas training course: <https://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>

## 2. LEARNING OUTCOMES

### 2.1. Course Goals

The major goal of this course is to provide students with an introduction to the field of Management Information Systems (MIS). Decision making is an important part of a manager's job and MIS can improve the quality of those decisions. Understanding MIS terminology and learning how to navigate technology trends is essential. Additionally, MIS can increase productivity, which can provide a competitive advantage. This course was designed to improve students' knowledge base in MIS as well as increase their technical skills.

### 2.2. Course Learning Objectives

1. Develop a working knowledge base of terminology within the fields of MIS and computer systems.
2. Explain the role MIS plays in efficiency and effectiveness of meeting organizational goals.
3. Explore the use of system analysis and system development methodologies.
4. Conduct and interpret spreadsheet analyses.
5. Demonstrate knowledge of the components and functions of spreadsheets and database systems.
6. Identify security, privacy, and ethical issues associated with MIS.

7. Evaluate the opportunities for global competitive advantage associated with the use of MIS.

### **2.3. Academic Unit**

**SBE Mission:**

The UW-Stevens Point School of Business and Economics creates career ready graduates and leaders through applied learning. We serve the businesses, economy, and people of the greater Central Wisconsin region. We specialize in preparing students for success by providing professional development experiences, access to employers, and in-demand skills.

The SBE achieves its mission by valuing:

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

**Accreditation**

**Commitment:**

SBE is accredited by the Association to Advance Collegiate Schools of Business (AACSB), a designation earned by only 5 percent of world business schools. Accreditation instills a culture of continuously improving our programs through connections with local business leaders, alumni and the community.

## **3. COURSE POLICIES**

### **3.1. Attendance**

**3.1.1 General Policy Guidelines**

Attendance and participation is NOT a graded component of this course. A student attends/participates in an online course by engaging in the academic activities planned for the course.

### **3.2. Late Work**

**3.2.1 General Policy Guidelines**

All assignments/point opportunities are due on the date indicated on the Course Schedule. Should the need for an alternative due date arise, the new due date will be announced on Canvas. All assignments/point opportunities are due online via Canvas no later than 11:59pm on the due date indicated on the Course Schedule. Any submission made after this time will be considered one day late.

**3.2.2 48 Hour Grace Period**

Permission to hand in late work must be obtained from the instructor via email prior to the original due date. If the circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from 11:59pm on the original due

date to contact the instructor and request permission to hand in late work. In such cases the student must provide an explanation as to why he or she wasn't able to inform the instructor of these circumstances beforehand. Barring any circumstances involving the 48 hour grace period, one must request to make-up late work no later than the last day of class.

### **3.2.3 Late Submission Penalties**

Aside from any specific arrangements made with the instructor prior to the due date, all late assignments will receive a 5-point deduction for each day after the original due date. As noted above, submissions made after the specific time an assignment is due on the originally due date are also considered one day late. Please note, this late penalty is also imposed for all calendar days, including weekends. Late submissions will not be accepted if either of following circumstances are true:

1. The assignment/point opportunity has zeroed out, meaning that the cumulative 5-point deductions have become greater than the total points possible.
2. The assignment/point opportunity is more than 1 week late.

## **3.3. Etiquette/Netiquette**

### **3.3.1 General Policy Guidelines**

Netiquette is a set of rules for behaving properly during online components of a UWSP course. As the instructor, it is my goal to provide a safe and nurturing learning environment for all students. Therefore, breaches of Netiquette are defined as any behaviors that are disruptive to the learning environment. The following examples provide a foundational description of Netiquette and breaches thereof:

- Displaying respect for others is required at all times. It is not required that you share the perspectives of your classmates, but rather that you do not discredit their right to have their own opinion. Expressing alternate viewpoints is important, but this should be done in a collegial manner.
- No profane language, no verbal or physical threats, no intimidation of any kind.
- Not participating in class under the influence of any alcohol or drugs.

### **3.3.2 Penalties for Misconduct**

The instructor reserves the right to issue grade penalties for misconduct. Grade penalties are not given lightly and not without clear and justifiable cause. Grade penalties will only be applied in cases where the student has, without question, diminished the learning environment. Students will always be notified via email, without delay, if they incur a grade penalty of any kind. Any continued disruptive behavior may result in a referral to the Dean of Students office.

## **3.4. Examinations**

### **3.4.1 Rescheduling/Make-up Exams**

Appeals to reschedule/make-up an exam will be given only in cases where the student has a valid excuse and he or she has contacted the instructor before the exam is administered. If the circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from the when the exam was given date to contact the instructor and request a make-up. Valid reasons for rescheduling are military service, verifiable illness, university-related travel or events (academic, club, or athletic), sincerely held religious beliefs as described in UW System policy (UWS 22), and medical or family emergencies. All valid reasons must be supported with a physical source document that can be kept in the course

records (e.g., practice/game schedule, an email confirming conference registration, a doctor's note, an airline reservation that was booked before the first day of the term, or an email from the party requiring your attendance elsewhere). All reschedule/make-up requests must be submitted via email. Misrepresenting facts regarding why a rescheduled/make-up exam is being requested, may result in a failing grade on the final exam.

#### **3.4.2 Reviewing Exams**

In general, students will not be permitted to view questions on past exams or quizzes. Given that this is an online class, it would be too easy for students to take turns completing the exams/quizzes first and then sharing the answers among themselves. Nevertheless, students may petition the instructor to review the item(s) they got wrong. Under no circumstances will you be allowed to see the questions you got right. The mere act of submitting a petition to view questions on past exams or quizzes does not guarantee that the student's request will be granted. It is at the discretion of the instructor to determine whether or not the student's exam/quiz questions will be released. All questions review requests must be submitted via email. If granted, the exam/quiz questions will be released after the deadline for the exam/quiz has passed. Furthermore, the instructor will only provide the question stem, not the answer choices, unless the question stem does not make sense without the inclusion of the answer choices. From this information you should be able to look up to correct answers in the book. If you are stumped on a question, you are welcome to email the instructor for additional help.

The instructor will not engage in a debate regarding the correctness of exam/quiz questions. In short, disputes involving individual exam/quiz questions are not permitted. Any and all student appeals must be typed and submitted via email to the instructor by 11:59pm on the day following the last day to compete the unit exam. Furthermore, it is forbidden to take or possess photographs or screenshots of exams/quizzes. If a student violates this policy, he or she will receive a zero on the exam/quiz and be subject to more severe academic penalties, such as failing the course.

### **3.5. Students Responsibility to Know What is Required**

#### **3.5.1 General Policy Guidelines**

Student performance will involve completion of the items listed in the Grading section below. The due dates for these items can be found in the course schedule. Please note, all items that appear in the Grading section/course schedule are expected to be completed on time, whether or not the instructor announces them on the course website. It is the students' responsibility to know what is required and where to look on the syllabus, course website, or course schedule in order to locate the necessary information.

#### **3.5.2 Course Schedule Updates**

Students should check the course schedule often so as to be aware of any changes. The last updated date is prominently displayed at the top of this document. Comparing the date of your copy with that of the version available on Canvas will show whether or not you are using the most recent draft.

### **3.6. Chain of Command for Addressing Grievances**

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 a

student experiences something in class that he or she find to be unfair or uncomfortable, please speak with the instructor immediately. The chain of command for addressing any grievances must be followed in order as follows: The Instructor > The School of Business & Economics Chairperson > The Dean of College of Professional Studies > The Associate Vice Chancellor for Teaching & Learning > Chancellor. The UWSP website can be used to determine the names of the individuals who hold these positions. Students must seek a resolution from each individual in the chain of command before pursuing the issue with a higher level of authority. Failure to do so may result in the immediate dismissal of the grievance in question.

### 3.7. Extra Credit

Students may be given the opportunity to earn bonus points throughout the semester. 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 on Canvas. 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 students will be denied.

## 4. GRADING

### 4.1. Grading Scheme

Point Range ( x = your score )					Letter Grade	Percentage Range ( x = your score )					
465	≤	x	≤	500	points	A	93.0%	≤	x	≤	100.0% (or other max)
450	≤	x	≤	464	points	A-	90.0%	≤	x	≤	92.9%
435	≤	x	≤	449	points	B+	87.0%	≤	x	≤	89.9%
415	≤	x	≤	434	points	B	83.0%	≤	x	≤	86.9%
400	≤	x	≤	414	points	B-	80.0%	≤	x	≤	82.9%
385	≤	x	≤	399	points	C+	77.0%	≤	x	≤	79.9%
365	≤	x	≤	384	points	C	73.0%	≤	x	≤	76.9%
350	≤	x	≤	364	points	C-	70.0%	≤	x	≤	72.9%
335	≤	x	≤	349	points	D+	67.0%	≤	x	≤	69.9%
300	≤	x	≤	334	points	D	60.0%	≤	x	≤	66.9%
0	≤	x	≤	299	points	F	0.0%	≤	x	≤	59.9%

**Note.** Total point ranges will be used to evaluate student performance. The percentage ranges are provided only to show how the student performance levels can be expressed as a fraction of total point. Therefore, given that total points will be used rather than percentages, and that I don't give half points, there will never be a situation in which rounding would come into play. Moreover, there will be NO CURVE. Simply put, you need to earn the minimum number of points (i.e., the lower bound) in a given grade category to receive that grade (e.g., your grade ≥ 465 for an A). No exceptions will be made.

**4.2. Points Available**

Points	Percent	Item	Category	Category Percent
3	0.60%	Sign up for ExPrep	Extra Rqmts	1.20%
3	0.60%	Sign up for a company		
7	1.40%	Ch. 1 Quiz	Quizzes	11.20%
7	1.40%	Ch. 2 Quiz		
7	1.40%	Ch. 3 Quiz		
7	1.40%	Ch. 4 Quiz		
7	1.40%	Ch. 5 Quiz		
7	1.40%	Ch. 6 Quiz		
7	1.40%	Ch. 7 Quiz		
7	1.40%	Ch. 8 Quiz		
--		Ch. 9 Quiz (drop lowest)		
8	1.60%	Article Report (Flipgrid)	Asgmts	23.80%
10	2.00%	Article Report (Paper)		
8	1.60%	5 Forces Research (Flipgrid)		
40	8.00%	5 Forces Research (Paper)		
8	1.60%	Strategy Research (Flipgrid)		
45	9.00%	Strategy Research (Paper)		
20	4.00%	Excel Lab 1	Excel	16.00%
20	4.00%	Excel Lab 2		
20	4.00%	Excel Lab 3		
20	4.00%	Excel Lab 4		
8	1.60%	Discussion – Intro (Flipgrid)	Discussion	5.80%
7	1.40%	Discussion - Unit 1		
7	1.40%	Discussion - Unit 2		
7	1.40%	Discussion - Unit 3		
50	10.00%	EXAM 1 (Ch. 1 - 3)	Exams	42.00%
50	10.00%	EXAM 2 (Ch. 4 – 6)		
50	10.00%	EXAM 3 (Ch. 7 – 9)		
60	12.00%	FINAL EXAM (Comprehensive)		
<b>500</b>	<b>100%</b>	<b>TOTALS</b>		<b>100%</b>



## 5. COURSEWORK

### 5.1. Exams

A list of the course examinations and their point values is given in the Grading section. The exams will consist entirely of multiple choice questions drawn from the information and topics covered within the Unit. By definition, a Unit is the collection of chapters and topics covered leading up to the exam. Each chapter covered in the exam will contribute an approximately equal number of questions.

Exam questions will be drawn from the book, from the instructor's PowerPoints, and from the material presented/discussed on the course website(s). Please note, the PowerPoints do not cover all that is in the book and on the exams. To perform well on the exams, it is important to read and study the course terms, concepts, and theories as presented in the sources mentioned above. Unless told specifically by the instructor to skip certain topics, students are responsible for all content found in the course resources, whether or not the material is covered in class.

### 5.2. Quizzes

#### 5.2.1 Quiz Content and Format

Students are required to complete one quiz for each chapter covered in the textbook. The quizzes will be administered online using Canvas. All of the questions will be presented in a closed-ended format, meaning that students must choose their response from a list of answer choices (e.g., multiple-choice, true/false, matching, etc.).

Student will have only one attempt to complete each quiz during the time frame for which it is available. There is a time limit for each quiz, which is clearly stated on the Quiz link within Canvas. The instructor may change the time limit from quiz to quiz to account for variations in chapter difficulty, past student performance, or verbal/written student feedback. The time limit is set so that students must complete the quiz within one sitting; however, the intent is to provide enough time so that students can consult the textbook chapter when answering questions. In short, to do well on the quiz within the time limit you should have read the chapter prior to beginning the quiz so that you know where to look for answers, yet complete memorization of the chapter is not required or expected.

#### 5.2.2 Technical Difficulties While Completing Quizzes

It is possible that the intentional design choices made by the software developers at Canvas are inconsistent with how you would expect the application to function. Therefore, students are responsible for checking their quiz before it is submitted on Canvas. Students should verify that their saved answer choices are their intended selections. Once the quiz is submitted it is impossible for the instructor to determine if the saved answer wasn't the student's intended answer. For this reason, all submitted work is regarded to be the student's intended answer. The instructor is not responsible for errors or unintended answers recorded by Canvas.

It is the student's responsibility to email the instructor immediately if he or she encounters technical difficulties while completing the quiz. This is to be done regardless of the hour at which these technical difficulties occur. Any requests to reopen the quiz for technical difficulties or

other reasons that are received after 11:59pm, plus a 5-minute grace period, on the date the quiz is due will not be honored.

### **5.2.3 Missed Quizzes**

Aside from circumstances involving technical difficulties, no time extensions will be given for quizzes as multiple days are provided to complete each quiz and students should be able to budget their time and complete the quiz within the allotted time frame. However, allowances may be made if a student feels he or she missed the quiz for “excused” reasons and can provide appropriate source documentation supporting their unavailability during the entire quiz duration. Even if an allowance is granted standard late penalties will apply.

### **5.2.4 Reviewing Quizzes**

Quiz answers will be released solely based on the instructor’s discretion.

## **5.3. Discussions**

### **5.3.1 Discussion Overview**

Students will engage in several discussion boards during the course. Flipgrid video discussions will be used for the Introduction Post and the Current Innovation Report. The Unit discussions will be conducted on Canvas. For all discussions students should plan to produce an original post and reply to a minimum of 2 other posts created by their peers. In the event that a given discussion does not require replies, this will be noted in the instructions.

## **5.4. Assignments**

### **5.4.1 Overview of Company Research Projects**

Group assignments will include two rounds of research pertaining to a company chosen by the student from a predefined list provided by the instructor. For each round of research, the student will communicate their findings via (1) a written paper and (2) a Flipgrid presentation. In general, the first round of research will have students apply Porter’s Five Forces to the industry in which their company competes. The second round of research will have students form a strategic recommendation for their company based on what they learned in the first round. For both rounds, students must discuss how Management Information Systems support company actions.

### **5.4.2 Company Research Projects Guidelines**

Guidelines describing the specific content, formatting, and length requirements of each round of research will be posted on Canvas after company selection is complete. A sample rubric, which will be used to grade group papers, is also available. A third resource that has been posted on Canvas is a description of the instructor’s writing expectations. This document provides basic guidance on APA format, which is required for the papers. You are always welcome to ask for guidance on the paper requirements, topic coverage, or APA format; however, the instructor will not read students' rough drafts. That is, the instructor will only read, edit, and provide written feedback on the final submission of each group paper.

### **5.4.3 Company Research Originality Requirement**

The content submitted for the research projects must be original and should not include material recycled from any other class projects, unless authorized. Furthermore, Turnitin™ anti-plagiarism software will be used to derive a “Similarity Percent” for each student’s submission. This Similarity Percent indicates the percent of the submission that overlaps with previously written

works. It might be helpful to think of the Similarity Percent like a golf score: the lower the better. To calculate the Similarity Percent, Turnitin™ checks papers against published works, websites, and a repository of student papers. A grade penalty will be issued for any submissions with a Similarity Percent exceeding the maximum threshold indicated on the project rubric. Keep in mind, the Similarity Percent excludes bibliography information and properly cited quotes. Also, students should be aware that once their paper is checked by Turnitin™, it is added to the repository of student papers against which future submissions will be checked. Therefore, it is unwise to use papers from previous semesters or to allow students in subsequent semesters to use your paper.

#### **5.4.4 Excel Project**

In addition to the research paper, there will be 3 Excel assignments that are to be completed individually by each student. These assignments provides students with a hands-on learning experience in which they practice using an application of the information systems covered in the course. Additional guidelines describing the specific requirements for the assignments will be posted on Canvas.

#### **5.4.5 Article Report**

In order to encourage connections between the course and current innovations in business, students are to find one business article published within the last year and post it to Canvas along with a brief written report. Additional guidelines describing the specific requirements for the Current Innovation Report will be posted on Canvas.

### **5.5. Extra Requirements**

#### **5.5.1 Sign up for ExPrep**

This course will use ExPrep to facilitate the Excel project. This is a paid web app. Students must sign up for ExPrep by the date indicated on the “Course Calendar” to receive full credit for this assignment. Instructions on registering for ExPrep are provided on Canvas.

#### **5.5.2 Sign up for Company**

Throughout this course you will conduct research on a company that you will select from a predetermined list (see the “Research Paper” section above for more information on this assignment). The first step is to sign up for a company of your choice. This can be done using the “People” page on Canvas. You will base your selection on (1.) what company interests you the most, (2.) which of the 5 Forces you want to write about, and (3.) what combinations of companies and forces have not already been claimed by another student. There is only one slot for each force per company. All company/force combinations will be claimed on a first-come-first-serve basis. To receive full credit for this assignment you must self-enroll in a company/force group on Canvas by the date indicated on the “Course Calendar.” Do not be misled by the term group—this is an individual project. Canvas uses the term groups to describe the self-enrollment process, even though in this case we will be forming “groups” with a maximum capacity of 1 student.

## **6. SCHEDULE**

## **6.1. Dates and Deadlines**

The instructor will provide a tentative course schedule in a supplementary file. For deadlines affect all UWSP courses during the current term, please see the official UWSP Academic calendar. A direct link to the UWSP Academic calendar can be found here:  
<https://www.uwsp.edu/acadaff/Pages/AcademicCalendar.aspx>

# **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. For more information about UWSP's policies, see: <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 or visit: <https://www.uwsp.edu/datc/Pages/default.aspx>

## **7.2. 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>

## **7.3. 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)

## **7.4. 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 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>

### ***7.5. 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>

### ***7.6. 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>

### ***7.7. 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>

### **7.8. 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)

### **7.9. 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)

### **7.10. 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>

### **7.11. 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>.

### **7.12. 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.

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website <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.

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.

To protect your data and privacy, be sure to:

- 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

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.

### ***7.13. 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.

### ***7.14. 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.