



## COURSE SYLLABUS

Bus 375
Advanced Spreadsheet Applications
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, 12:30pm – 1:45pm, Tu/Th, SCI B228
<b>Course Description:</b>	This course integrates intermediate and advanced level features of Microsoft Excel. A thorough understanding of spreadsheet applications is essential for optimal utilization of an organization’s information resources. Formulas and functions, information visualization, macro automation, and data analysis are emphasized. The students and instructor will also investigate the use of spreadsheet applications to solve various business problems.
<b>Credits:</b>	3
<b>Prerequisites:</b>	N/A

#### 1.3. Textbook & Course Materials

<b>Required Text:</b>	1. Stewart, K., Wood, K., & Nordell, R. (2016). <i>Excel 2016: In Practice</i> . New York: McGraw-Hill. [ISBN: 978-1-259-76267-3]
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<b>Recommended Texts:</b>	N/A
<b>Other Readings:</b>	N/A
<b>Other Required Materials / Applications:</b>	<ol style="list-style-type: none"> <li>1. Access to a computer with Microsoft Office (Excel, Word, PowerPoint)</li> <li>2. Minimum of 1 GB of data storage (hard drive, flash drive, or online storage account)</li> </ol>

#### 1.4. Course Technology

<b>Course Website:</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>• SimNet <ul style="list-style-type: none"> <li>○ Excel project portal <a href="https://uwsp.simnetonline.com/sp/">https://uwsp.simnetonline.com/sp/</a></li> </ul> </li> </ul>
<b>Other Websites:</b>	N/A
<b>Course Delivery:</b>	Primarily on-campus with some online components

<b>Canvas Support:</b>	<p>Click on the HELP button in the global (left) navigation menu and note the options that appear:</p> <ul style="list-style-type: none"> <li>• Ask Your Instructor a Question <i>Submit a question to your instructor</i> <ul style="list-style-type: none"> <li>○ Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.</li> </ul> </li> <li>• Chat with Canvas Support (Student) <i>Live Chat with Canvas Support 24x7!</i> <ul style="list-style-type: none"> <li>○ Chatting with Canvas Support (Student) will initiate a <i>text chat</i> with Canvas support. Response can be qualified with severity level.</li> </ul> </li> <li>• Contact Canvas Support via email <i>Canvas support will email a response</i> <ul style="list-style-type: none"> <li>○ Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your difficulty.</li> </ul> </li> <li>• Contact Canvas Support via phone <i>Find the phone number for your institution</i> <ul style="list-style-type: none"> <li>○ Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.</li> </ul> </li> <li>• Search the Canvas Guides <i>Find answers to common questions</i> <ul style="list-style-type: none"> <li>○ Searching the <a href="#">Canvas guides</a> connects you to documents that are searchable by issue. You may also opt for <a href="#">Canvas video guides</a>.</li> </ul> </li> <li>• Submit a Feature Idea <i>Have an idea to improve Canvas?</i> <ul style="list-style-type: none"> <li>○ If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer</li> </ul> </li> </ul>
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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 the knowledge and skills necessary to become adept at using spreadsheet applications in the workplace. Students will learn to use relative & absolute reference formulas and functions, manage workbooks with multiple worksheets, and create custom templates. Overall, this course was designed to improve students' knowledge base in spreadsheet application as well as increase their technical skills.

### 2.2. Course Learning Objectives

1. Develop a working knowledge base of terminology associated with spreadsheet applications.
2. Demonstrate how spreadsheet application can be used to meet and support organizational goals.
3. Explore the use of data analysis in business situations.
4. Conduct and interpret spreadsheet analyses.
5. Demonstrate knowledge of the components and functions of spreadsheet applications.

### 2.3. Academic Unit

<b>SBE Mission:</b>	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: <ul style="list-style-type: none"> <li>• Talent development</li> <li>• Lifelong learning</li> <li>• Career preparation</li> <li>• On the job experiences</li> <li>• Community outreach</li> <li>• Regional partnerships</li> <li>• Continuous improvement</li> </ul>
<b>Accreditation Commitment:</b>	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

<p><b>3.1.1 General Policy Guidelines</b></p> <p>Attendance is a graded component of this course. The Course Schedule shows precisely the attendance points that can be earned by being present at individual class sessions. To receive full attendance points for a given day, you must be present at least 50% of the class time. No credit is given when a late arrival or early departure results in students missing the moment when attendance is taken. If you were present in class, but technical difficulties or personal forgetfulness prevented you from completing the attendance check, you must notify the instructor within 1 hour of the end of the class. Any appeals made after 1 hour will be denied. If you are absent, be sure to consult with students who were present in order to make sure you have all the information you may need from the class.</p> <p><b>3.1.2 Excused Absences and Requesting Attendance Credit</b></p> <p>Attendance credit for a missed or partially-attended class is only possible for excused circumstances that are communicated to the instructor prior to class and supported by a source document (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). Valid reasons for an requesting an excused absence 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. If the student has the ability to know the date of the event in advance (i.e., the event can be found on an available calendar or schedule), but the student fails to notify the instructor prior to the date, the event will no long qualify as an excused absence. If the</p>
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circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from the missed class session to contact the instructor. All attendance credit requests must be submitted via email. Barring any circumstances involving the 48 hour grace period, one must request attendance credit no later than the date identified on the course schedule as the last day to request attendance credit.

### **3.1.3 Attendance Buffer**

Two days' worth of attendance points are given to each student to provide leeway for absences. Therefore, students can miss two class sessions and still earn perfect attendance. Students that attend every class, without missing a single day are allowed to keep their attendance buffer points as extra credit.

### **3.1.4 When to Email Your Instructor About a Missed Class Session**

It is not necessary for students to contact the instructor regarding a single missed class session—including an absence resulting from circumstances that may qualify as excused—when that missed class session is still within the number of allowed absences provided by the attendance buffer. This provides a level of convenience for students that do not anticipate being gone for more than the number of allowed absences provided by the attendance buffer.

Still, a student may wish to submit a preemptive appeal for excused absence credit in the event that he or she missed a class session for excused circumstances, but he or she is still within the number of allowed absences provided by the attendance buffer. A preemptive appeal for excused absence credit preserves the student's ability to apply his or her attendance buffer to unexcused absence when the unexcused absence is preceded by excused absences. In short, it is a matter of sequencing. If the student's first two missed classes are for unexcused circumstances, preemptive appeals for excused absence credit do not apply. If the student has one or more absences due to excused circumstances sometime prior to having a total of two unexcused circumstances, it is in his or her best interest to submit a preemptive appeal for excused absence credit. If the student decides not to submit a preemptive appeal for excused absence credit prior to having a total of two unexcused circumstances, then the attendance buffer will be used to offset the first two missed classes, regardless if these absences were for excused or unexcused circumstances. A preemptive appeal for excused absence credit must include the reason for being gone and a source document to support the request (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 preemptive appeals for excused absence credit requests must be submitted via email.

Once a student's absences exceed the number of allowed absences provided by the attendance buffer, then he or she should always email the professor if he or she believes the reason for being gone qualifies as an excused absence and he or she can provide a source document to support the request for excused status.

If the reason for being gone does not qualify as an excused absence or if he or she does not have a valid source document, then the student does not need to email the professor because he or she will not receive attendance credit for that day anyway—being that the absence is considered unexcused. This is true in all cases, irrespective of when these absences occurred, the student's total absent count, and the extent to which he or she has used the provided attendance buffer to offset previous absences.

Any and all communication regarding attendance credit must be emailed to the instructor no later than the date listed on the course calendar.

### **3.1.5 How and When Excused Absence Credit is Applied**

In cases when being gone qualifies as an excused absence, but the student had not exceeded the number of allowed absences for the semester, no adjustment will be made to the student's attendance grade because at this point, his or her attendance score does not fall below the maximum threshold for attendance points. In short, even when absences are for a legitimate reason, being gone from class does not justify earning extra credit. For this reason, excused absence credit will not be applied to one's grade until all of the graded attendance days have occurred as it must first be determined whether or not the student needs the excused absence credit in question. In summary, up to the number of allowed absences provided by the attendance buffer, students will not receive excused absence credit when they are gone, regardless of the reason.

## **3.2. Late Work**

### **3.2.1 General Policy Guidelines**

All in-class and out-of-class 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 in class and/or on Canvas. Most assignments that are to be completed out of class are due online via Canvas no later than the start of class on the due date indicated on the Course Schedule. Some assignments/point opportunities, however, are due at a specific time other than the start of class. Therefore, it is important to always check to Course Schedule to see if a special due date/time applies to a given assignment/point opportunity. Any submission made after the specific time an assignment is due (whether that is the start of class or another time) will be considered one day late, even if it is submitted later on the originally due date.

### **3.2.2 48 Hour Grace Period**

Permission to hand in late work must be obtained from the instructor via email prior to the start of class on 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 the start of class 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 date identified on the course schedule as the last day to request late work credit.

### **3.2.3 Assignments with a Multiweek time Allotment**

The instructor will deny late work appeals involving assignments for which students had 2 calendar weeks or more to complete the missed assignment/point opportunity. This class rule is supported by the expectation that students can manage their time in such a way that 2 weeks provides enough time to make the necessary arrangements to complete assignments with a multiweek time allotment. This expectation supersedes any accommodations that would normally be provided under the 48 hour grace period rule.

### **3.2.4 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 days that the class does not meet, 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**

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

- Displaying respect for others is required at all times. It is not required that you share the perspectives of your classmates, but rather that you do not discredit their right to have their own opinion. Expressing alternate viewpoints is important, but this should be done in a collegial manner.
- Side discussions (on-campus or online), listening to 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.
- Please come to class on time. Students should inform the instructor via email prior to class if he or she must arrive late or leave early.
- Cell phones, tablets, laptops, or any other electronic devices, while permitted in class, must be used in a way that is not disruptive to the class. Electronic devices are to be used only for note taking and to participate in class. Texting, checking social media, email, etc. is not permitted. If you are using technology inappropriately, you will be asked to put your device away for the remainder of the class session. If you or those around you appear severely distracted by an electronic device at any time, the instructor may ask you to show the content of your screen or to leave the classroom.

### **3.3.2 Penalties for Misconduct**

The instructor reserves the right to ask students to leave the class or to issue grade penalties for misconduct. Grade penalties are not given lightly and not without clear and justifiable cause. Grade penalties will only be applied in cases where the student has, without question, diminished the learning environment for others. 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. Rescheduling/Make-up for the Final Exams**

You may request to reschedule the final exam according to the exam reschedule/make-up guidelines stated above. Furthermore, UWSP policy permits you to reschedule a final exam when you are scheduled for three or more final exams within a 24-hour period. Barring any circumstances involving the 48 hour grace period, one must request to reschedule/make-up the final exam no later than the date identified on the course schedule as the last day to request an alternative final exam time. The only options for alternative final exam appointments are the time slots in which Final Exams are offered for the other classes that the instructor teaches this term. If the instructor has more than one section of the current course this term, the Final Exam times for these other sections can be found on the front page of the syllabus. You may also inquire via email if there are other open Final Exam times for classes taught by the instructor besides this course and its possible sections. A new, alternative final exam appointment time will only be created if the student can verify that he or she has schedule conflicts with his or her original final exam time and all of the final exam times for the other classes that the instructor teaches this term. Misrepresenting facts regarding why a rescheduled/make-up exam is being requested, may result in a failing grade on the final exam.

### **3.4.3. Reviewing Exams**

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 exams or the exam debriefing PowerPoints. Students caught doing so will receive a zero on the exam. If students wish to dispute any of the 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.

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. Students may be asked to leave their personal effects in a separate room during the review session. The last day that students can review past exams, even by special appointment, is listed on the course calendar.



### ***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 in class or 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.

#### **3.5.3 Impromptu Course Points**

Some impromptu course points may be given without prior warning. If implemented, these impromptu points will not be stated on the syllabus/course schedule. As a rule, impromptu points, when implemented, will not constitute a significant percentage of a student's final grade (i.e.,  $\leq 10\%$  for each instance).

### ***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 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 & 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 in class or via Canvas/other course apps. 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. Being absent from class automatically forfeits your right to earn the bonus points that were offered on the day you were gone.

## **4. GRADING**

#### 4.1. Grading Scheme

Point Range ( x = your score )					Letter Grade	Percentage Range ( x = your score )					
930	≤	x	≤	1,000	points	A	93.0%	≤	x	≤	100.0% (or other max)
900	≤	x	≤	929	points	A-	90.0%	≤	x	≤	92.9%
870	≤	x	≤	899	points	B+	87.0%	≤	x	≤	89.9%
830	≤	x	≤	869	points	B	83.0%	≤	x	≤	86.9%
800	≤	x	≤	829	points	B-	80.0%	≤	x	≤	82.9%
770	≤	x	≤	799	points	C+	77.0%	≤	x	≤	79.9%
730	≤	x	≤	769	points	C	73.0%	≤	x	≤	76.9%
700	≤	x	≤	729	points	C-	70.0%	≤	x	≤	72.9%
670	≤	x	≤	699	points	D+	67.0%	≤	x	≤	69.9%
600	≤	x	≤	669	points	D	60.0%	≤	x	≤	66.9%
0	≤	x	≤	599	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  $\geq 930$  for an A). No exceptions will be made.

#### 4.2. Points Available

Points	Percent	Item	Category	Category Percent
96	9.60%	Attendance	<i>Attnd</i>	9.60%
10	1.00%	Ch. 1 Quiz	<i>Quizzes</i>	9.00%
10	1.00%	Ch. 2 Quiz		
10	1.00%	Ch. 3 Quiz		
10	1.00%	Ch. 4 Quiz		
10	1.00%	Ch. 5 Quiz		
10	1.00%	Ch. 6 Quiz		
10	1.00%	Ch. 7 Quiz		
10	1.00%	Ch. 8 Quiz		
10	1.00%	Ch. 9 Quiz		
--	---	Ch. 10 Quiz (drop lowest)		
20	2.00%	Ch. 1: IP 1-4	<i>Indv. Asgmts</i>	51.40%
26	2.60%	Ch. 1: IP 1-6		
20	2.00%	Ch 2: IP 2-4		
21	2.10%	Ch 2: IP 2-5		
27	2.70%	Ch 3: GP 3-3		
11	1.10%	Ch 3: II 3-7		
29	2.90%	Ch 4: GP 4-3		
14	1.40%	Ch 4: IP 4-5		
12	1.20%	Ch 5: IP 5-4		
17	1.70%	Ch 5: IP 5-6		
27	2.70%	Ch 6: GP 6-3		
13	1.30%	Ch 6: IP 6-6		
21	2.10%	Ch 7: GP 7-3		
11	1.10%	Ch 7: II 7-7		
33	3.30%	Ch 8: GP 8-3		
10	1.00%	Ch 8: II 8-7		
16	1.60%	Ch 9: GP 9-3		
6	0.60%	Ch 9: IP 9-4		
20	2.00%	Ch. 1: Challenge Project		
20	2.00%	Ch. 2: Challenge Project		
20	2.00%	Ch. 3: Challenge Project		
20	2.00%	Ch. 4: Challenge Project		
20	2.00%	Ch. 5: Challenge Project		
20	2.00%	Ch. 6: Challenge Project		
20	2.00%	Ch. 7: Challenge Project		
20	2.00%	Ch. 8: Challenge Project		
20	2.00%	Ch. 9: Challenge Project		
60	6.00%	EXAM 1 (Ch. 1, 2)	<i>Exams</i>	30.00%
60	6.00%	EXAM 2 (Ch. 3, 4)		
60	6.00%	EXAM 2 (Ch. 5, 6)		
60	6.00%	EXAM 4 (Ch. 7, 8, 9)		
60	6.00%	FINAL EXAM (Comprehensive)		
<b>1,000</b>	<b>100.00%</b>	<b>TOTALS</b>		<b>100.00%</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 of multiple choice and application problems 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. The final exam is comprehensive, requiring you to draw upon all of the topics from the first through the last unit.

Exam questions will be drawn from the book, from the instructor's PowerPoints, and from the material presented/discussed in class and 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.). Quiz questions will be drawn entirely from the textbook chapters. The quizzes will be made available on Canvas no later than the first day the chapter is to be covered in class. Students will have until 11:59pm on the day listed on the Course Schedule to complete the quiz for that chapter. The selection of content solely from the textbook as well as the timing of its availability were purposefully chosen to encourage students to read the chapter, which would prepare them to participate in class.

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. Also, the lowest quiz score will be dropped, and therefore, students are expected to "use" their "drop" to offset a missed quiz if needed. 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. Assignments**

### **5.3.1 Sign up for SimNet**

This course will use SimNet to facilitate student learning. This is a paid web app. Students must sign up for SimNet by the date indicated on the "Course Calendar" to receive full credit for this assignment. Instructions on registering for SimNet are provided on Canvas.

### **5.3.2 Chapter Projects**

Several hands-on learning projects will be assigned to provide students further opportunities to practice and apply the skills covered in each chapter. Each chapter students will be assigned between 1 - 7 of these projects. Although multiple projects may be assigned per chapter, it is up to the instructor's discretion to decide how many, if any, of the projects to grade. Accordingly, the number of points allocated for these projects will vary from chapter to chapter. These projects are to be completed individually by each student.

### **5.3.3 Challenge Projects**

In addition to the projects described above, each student must complete one challenge project per chapter. Challenge Projects are open-ended projects that encourage creativity and critical thinking by integrating class concepts into relevant problem-solving situations. That is, the project guidelines for these assignments only articulate what to do, but not how to do it, providing students fully autonomy to apply course skills in different contexts. The number of points allocated for these projects will be evenly

distributed across the assigned chapters. These projects are to be completed individually by each student.

## 6. SCHEDULE

### 6.1. *Dates and Deadlines*

The instructor will provide a tentative course schedule in a supplementary file. All provided course schedules are organized by week number in accordance with the official UWSP Academic calendar. A direct link to the UWSP Academic calendar can be found here:

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

## 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. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.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. 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>

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

UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students, staff, and faculty. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information, go to:

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

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

In addition to the course attendance policies determined by the instructor (noted above if applicable), the university provide standard guidelines by which students are to abide. All exceptions to the course attendance policy or the university guidelines should be documented in writing. A link to the university's attendance guidelines can be found at:

<https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx>

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

You are expected to complete the courses for which you register. If you decide you do not want to take a course, you must follow the procedures established by the university to officially drop the course. If you never attend or stop attending a course and fail to officially drop, you will receive an F in the course at end of the semester. A link to the university's drop policy can be found at:

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

### **7.10. Academic Honesty**

UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here: [https://docs.legis.wisconsin.gov/code/admin\\_code/uws/14](https://docs.legis.wisconsin.gov/code/admin_code/uws/14)

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

A formal grade appeal, also known as a Grade Review, can be requested in instances when the student feels that he or she was not provided a syllabus with a grading scale in a timely manner (i.e., the end of the second week of classes) and/or the instructor did not stick with the grading scale published in the syllabus. Questions of whether or not the instructor appropriately graded one or more of the course assignments, quizzes, exams, etc. are not matters to be decided by a formal grade appeal, but rather should be taken up with the instructor directly. Information on grade reviews can be found in the University Handbook, Chapter 7, Section 5. A link to the university's policies on non-academic misconduct can be found at

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

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

Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university's policies on non-academic misconduct can be found at <https://www.uwsp.edu/dos/Pages/stu-conduct.aspx>.

### **7.13. Confidentiality**



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.

#### ***7.14. 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.

#### ***7.15. 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.