



## COURSE SYLLABUS

Course Prefix & Number	BUS 100	
Course Name	Introduction to Business	
Term	Spring	2022

### 1. COURSE INFORMATION

#### 1.1. Instructor Information

<b>Instructor:</b>	Dr. Nikolaus Butz
<b>Office:</b>	CPS 406
<b>Office Telephone:</b>	715-346-2728 (School of Business & Economics Main Line)
<b>Physical &amp; Zoom</b>	12:15pm –2:00pm, Tu/Th
<b>Office Hours:</b>	You may email me to request additional availability if needed.

**Note:** All Office Hour Meetings must be booked via the URL below.

<https://outlook.office365.com/owa/calendar/Butz@uwspedu.onmicrosoft.com/bookings/>

<b>E-mail:</b>	<a href="mailto:nbutz@uwsp.edu">nbutz@uwsp.edu</a>
<b>Expected Instructor Response Time:</b>	2 business days <b>Please note</b> , in order to obtain a healthy work/life balance the instructor has: (1) decided not to check email every day as reflected by the 2 business day response time noted above, (2) disabled email notifications on all mobile devices, and (3) does not keep email open in the back ground while working on the computer. Moreover, on the days when emails are checked, which is <i>at a minimum</i> once every 2 business days, the instructor does so <u>in the morning</u> . Therefore, a student who sends an email any time after 12:00pm (noon) should not expect to receive a reply that day. In such a case, the earliest the student might expect to receive a reply is sometime in the morning on the 1 <sup>st</sup> (i.e., “next”) business day (“tomorrow morning” if speaking on the day the email was originally sent). The latest the student could expect to receive a reply is sometime in the morning on “the day after tomorrow” (again keeping in mind that “the day after tomorrow” terminology assumes the student is speaking on the day the email was originally sent).

#### 1.2. Course Information

<b>Sections taught this term by this instructor:</b>	Sec 1, 10:00am – 10:50am, Tu, CPS 317
<b>Course Description:</b>	This course will introduce you to the basics of business, including businesses’ roles in society and in the economy, common ownership

	structures, and basic functions. The course will also introduce careers in the various business fields and provide some tools to help students achieve their career goals.
<b>Credits:</b>	1
<b>Prerequisites:</b>	N/A

### 1.3. Textbook & Course Materials


<b>Required Text(s):</b>	1. Ferrell, O. C., Hirt, G. A., & Ferrell, L. (2022). <i>M: Business</i> (7 <sup>th</sup> ed.). New York: McGraw-Hill. [ISBN: 9781266034114]
<b>Recommended Text(s):</b>	N/A
<b>Other Readings:</b>	• Provided on Canvas as needed.
<b>Other Required Materials / Applications:</b>	N/A

### 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>• Socrative <ul style="list-style-type: none"> <li>○ Attendance tracker <a href="https://socrative.com/">https://socrative.com/</a></li> </ul> </li> <li>• Flipgrid <ul style="list-style-type: none"> <li>○ Online video discussion board (To determine what group you are in see the “Core Groups” section of Canva’s “People” tool, which can be accessed through the default left-hand navigation links of our Course Page) <ul style="list-style-type: none"> <li>▪ <b>Bats</b> Join Code: 46bc83a7 <a href="https://flipgrid.com/46bc83a7">https://flipgrid.com/46bc83a7</a></li> <li>▪ <b>Kangaroos</b> Join Code: 73af0ced <a href="https://flipgrid.com/73af0ced">https://flipgrid.com/73af0ced</a></li> <li>▪ <b>Lemurs</b> Join Code: 22f12c7b <a href="https://flipgrid.com/22f12c7b">https://flipgrid.com/22f12c7b</a></li> <li>▪ <b>Manatees</b> Join Code: 34f084f9 <a href="https://flipgrid.com/34f084f9">https://flipgrid.com/34f084f9</a></li> <li>▪ <b>Salamanders</b> Join Code: 4779747e <a href="https://flipgrid.com/4779747e">https://flipgrid.com/4779747e</a></li> </ul> </li> </ul> </li> </ul>
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<b>Other Websites:</b>	N/A
<b>Course Delivery:</b>	Primarily on-campus with some online components

**Delivery Mode Changes:** Changes to course delivery may occur at any time during the term to address public health and safety concerns.

**Canvas Support:** Click on the HELP button (  ) in the global (left) navigation menu and note the options that appear:

- Ask Your Instructor a Question  
*Submit a question to your instructor*
  - Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.
- Chat with Canvas Support (Student)  
*Live Chat with Canvas Support 24x7!*
  - Chatting with Canvas Support (Student) will initiate a *text chat* with Canvas support. Response can be qualified with severity level.
- Contact Canvas Support via email  
*Canvas support will email a response*
  - Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your difficulty.
- Contact Canvas Support via phone  
*Find the phone number for your institution*
  - Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.
- Search the Canvas Guides  
*Find answers to common questions*
  - Searching the [Canvas guides](#) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](#).
- Submit a Feature Idea  
*Have an idea to improve Canvas?*
  - If you have an idea for Canvas that might make instructions or navigation easier, 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>

For technology instruction sheets, online support videos, and other related resources, go to: <https://www.uwsp.edu/online/Pages/Student-Support.aspx>

The university also provides a Technology Tutoring service in which tutors meet with students one-on-one to provide technology assistance. To receive help of this nature visit: <https://www.uwsp.edu/tlc/Pages/techTutoring.aspx>

Additional tools designed to help students taking online or hybrid courses can be found at:

<https://www.uwsp.edu/online/Pages/Online%20Student%20Orientation.aspx>

## 2. LEARNING OUTCOMES

### 2.1. *Course Learning Objectives*

After completing the course students should be able to:

- Understand how businesses fit into the economy and the role of business in society.
- Understand the basic ownership structures and functions of a business.
- Understand general career paths in different areas of business.
- Apply their knowledge of business, UWSP, and the SBE to form an academic and career plan.

### 2.2. *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 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.

#### **3.1.2 Excused Absences and Requesting Attendance Credit**

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 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 as 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 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 absence 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 circumstance. 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 reasons, 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 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 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 (or from the default Canvas deadline of 11:59pm, whichever comes first) 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 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**

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. 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 General Policy Guidelines**

This course does not have any exams.

## **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.

## **3.6. 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 )					
204	≤	x	≤	220	points	A	93.0%	≤	x	≤	100.0% (or other max)
198	≤	x	≤	203	points	A-	90.0%	≤	x	≤	92.9%
191	≤	x	≤	197	points	B+	87.0%	≤	x	≤	89.9%
182	≤	x	≤	190	points	B	83.0%	≤	x	≤	86.9%
176	≤	x	≤	181	points	B-	80.0%	≤	x	≤	82.9%
169	≤	x	≤	175	points	C+	77.0%	≤	x	≤	79.9%
160	≤	x	≤	168	points	C	73.0%	≤	x	≤	76.9%
154	≤	x	≤	159	points	C-	70.0%	≤	x	≤	72.9%
147	≤	x	≤	153	points	D+	67.0%	≤	x	≤	69.9%
132	≤	x	≤	146	points	D	60.0%	≤	x	≤	66.9%
0	≤	x	≤	131	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 points. Therefore, given that total points will be used rather than percentages, and that I don't give fractional 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
2	0.91%	Add Canvas Profile Picture	Extra Little Requirements	3.64%
2	0.91%	Sign up for Socrative		
4	1.82%	Coaching Survey		
4	1.82%	Quiz #1	Quizzes	9.09%
4	1.82%	Quiz #2		
4	1.82%	Quiz #3		
4	1.82%	Quiz #4		
4	1.82%	Quiz #5		
--	---	Quiz #6 (drop lowest)		
8	3.64%	Flipgird Video Discussion #1 ("Personal Intro")	Video Discussions	10.91%
8	3.64%	Flipgird Video Discussion #2 ("Competencies in Business")		
8	3.64%	Flipgird Video Discussion #3 ("Career Reflection AKA Gap Analysis")		
8	3.64%	Canvas Discussion Board #1 ("Student Panels")	Written Discussions	10.91%
8	3.64%	Canvas Discussion Board #2 ("Career Interview")		
8	3.64%	Canvas Discussion Board #3 ("Food Truck Simulation")		
4	1.82%	Event #1 (before midterm)	Pro Events	10.91%
4	1.82%	Event #2 (before midterm)		
4	1.82%	Event #3 (before midterm)		
4	1.82%	Event #4 (before end of term)		
4	1.82%	Event #5 (before end of term)		
4	1.82%	Event #6 (before end of term)		
56	25.45%	Attendance (4pts per day × 14 days)	Attendance	25.45%
8	3.64%	MoneySmartsU Socre	Assignments	29.09%
8	3.64%	Grad plan rough draft		
8	3.64%	Resume		
40	18.18%	Career Reflection Paper (AKA Gap Analysis)		
<b>220</b>	<b>100%</b>	<b>TOTALS</b>		<b>100%</b>

## 5. COURSEWORK

### 5.1. Exams

This course does not have any exams

### 5.2. Quizzes, Discussions, and Assignments

There are a number of quizzes and assignments throughout the course. This course will use Socrative (a free app) to take attendance, and therefore students must sign up for Socrative by the date indicated on the "Course Calendar." Moreover, you must modify your Canvas profile so that it includes a photo of yourself or something that represents your interests. Toward the end of the semester, students will complete a short survey in which they're asked to share their opinions about the SBE student coaching program. The largest portion of the assignment grade is a Career Reflection (AKA Gap Analysis) project (Paper + Video Discussion) designed to start you on the process of identifying your academic and career goals, and creating a plan for how to achieve them. There are also 6 short quizzes, 5 of which count toward your final grade. That is, your lowest quiz score at the end of the term will be dropped. In terms of discussion, students will complete 3 text-based discussion board on Canvas and participate in 3 video-based discussion on Flipgrid. In addition to the text and video discussions, students will create a graduation plan and a resume. Another assignment is to obtain your Cash Course score from an online personal finance module. All of the assignments are described in more detail on the Canvas course page. See the "Course Calendar" for the precise due date of each assignment.

### 5.3. Pro Events

#### 5.5.1 Program Overview

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.

#### 5.5.2 Pro Event Announcements

Visit the Pro Events web site (<http://www.proevents.uwsp.edu/>) for announcements of upcoming events. You can also follow us on social media:

- Facebook: [UWSP School of Business & Economics](#)
- Twitter: [@UWSPBusiness](#)

### 5.5.3 Cutoff Dates & Points

For this course, you must attend the following number of official Pro Events.

- 6

You must attend half of the total number of required events before the mid-semester cut-off of:

- Mar. 18, 2022

**IMPORTANT:** This mid-semester deadline pertains to Regular, face-to-face Pro Events. Online video events are due 1 week before this date (i.e., Mar. 11, 2022)

[Note: If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester.]

You must attend the second half of the total number of required events before the end-of-semester cut-off of:

- May 13, 2022

**IMPORTANT:** This end-of-semester deadline pertains to Regular, face-to-face Pro Events. Online video events are due 1 week before this date (i.e., May. 6, 2022)

Attendance at each event will count for the following number of points towards your final grade.

- 4

### 5.5.4 Receiving Credit for Pro Events

If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. See the Grading section for details regarding the number of points that attendance at each SBE Event will contribute towards your final grade.

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

### 5.5.5 Signing in at Pro Events

Typically, when you attend an event, you will sign in with your Point Card and thereby receive your Events credit. Occasionally, there are events requiring that you take along an Events Attendance form and obtain a signature at the event; events requiring an Events Attendance form will be clearly labeled and the form will be available online.

### 5.5.6 Pro Events in the Time of COVID

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 ID number.
- Watch recordings of past events via Anderson Center Canvas page; receive attendance credit after completing quiz and survey.
- Attend events in-person on campus; receive attendance credit directly.
- Attend events in-person off campus; take Events Attendance form (available on Anderson Canvas page) and obtain signature.

### **5.5.7 Confirmation of Attendance at Pro Events**

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](mailto:proevents@uwsp.edu).

### **5.5.8 Managing Multiple Courses with Pro Even Requirements**

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.

### **5.5.9 Instructor Procedures for Posting Pro Event Grades**

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

I only post points for Pro Events on Canvas at two instances during the semester in accordance with the timing of when the reports are released to instructors. As such, you should only expect new Pro Events points to show up after the mid- and end-of-semester cutoff dates.

Consequently, you may have attended an SBE event, but your Grade on Canvas will not reflect these points until after the posting days mentioned above. Even if you earn multiple Pro Event credits for this course during the first half of the term, you will have to wait until after both posting dates have passed before the second Pro Event to be reflected in the Canvas grade book.

### **5.5.10 Creating Your Own Events**

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>). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. During "Kickstart Your Career," you can set up a lunch with a local business expert to learn more about their industry, company, and profession. For business students, the SBE will pay the cost of lunch.

## **6. SCHEDULE**

### **6.1. *Dates and Deadlines***

The instructor will provide a tentative course schedule in a supplementary file. For deadlines that 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. Links to UWSP's policies regarding ADA, nondiscrimination, and Online Accessibility (IT & Communication Accessibility) can be found

at: <https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx>

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365 or visit: <https://www.uwsp.edu/datc/Pages/default.aspx>

### **7.2. *Nondiscrimination Statement***

No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran's status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715-346-2606, email [datctr@uwsp.edu](mailto:datctr@uwsp.edu), or visit: <http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx>

### **7.3. *SBE Inclusivity Statement***

It is my intent that students from diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring in and out of class be viewed as a resource, strength, and benefit. Every person has a unique perspective and we learn from hearing many of them, but not all perspectives are represented in course readings. So, learning depends upon all of you contributing to the class with your own opinions and perspectives. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this link. You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu)

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

It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. A direct link to this policy can be found here: [https://docs.legis.wisconsin.gov/code/admin\\_code/uws/22](https://docs.legis.wisconsin.gov/code/admin_code/uws/22)

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

This section offers help resources relating to academic tutoring, healthcare, counseling, and other matter of student wellbeing. For help recourse related to technology use, please see section 1.4 above.

The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715-346-3568 or visit: <https://www.uwsp.edu/tlc/Pages/default.aspx>

If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715-346-4646 or visit: <http://www.uwsp.edu/stuhealth/Pages/default.aspx>

The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: <http://www.uwsp.edu/counseling/Pages/default.aspx>

In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As such, an instructor may contact the Office of the Dean of Students if he or she senses that a student is in need of additional support beyond what the instructor is able to provide. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.aspx>

UWSP students may also share a concern directly if they or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success and/or the safety of others. Please report any concerns of this nature at <https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx>

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

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



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

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

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

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

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

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

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

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

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

### **7.10. Academic Honesty**

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

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

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

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

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

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

### **7.13. *Confidentiality***

Under FERPA, students cannot remain anonymous in a class. Students are permitted to know who else is in their class.

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

This course may require students to post their work online using applications or services that have not been approved by UW-system. In this situation, the students work will only be viewable only by his or her classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. Please contact your instructor prior to the due date if you wish not to participate in these online assignments due to confidentiality concerns.

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, go to: <https://www.wisconsin.edu/dle/external-application-integration-requests/>. Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357. Links to the Terms of Use and Privacy Policies for tool used at UWSP be found at: <https://www.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx>

Here are steps you can take to protect your data and privacy:

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

Additional resources regarding information security at UWSP can be found at:

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

It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful.

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

Lecture materials and recordings for this class are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

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

The instructor may wish to use a sample of your work or some of the feedback you provide on the course in future teaching or research activities. Examples: showing students an example of a well-done assignment; analyzing student responses on a particular question; discussing teaching techniques at a conference. If your coursework or feedback is used, your identity will be concealed. If you prefer not to have your work included in any future projects, please send the instructor an e-mail indicating that you are opting out of this course feature. Otherwise, your participation in the class will be taken as consent to have portions of your coursework or feedback used for teaching or research purposes.

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

This syllabus, the provided schedule, and all aforementioned coursework, are subject to change. It is the student's responsibility to check the course website for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

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

#### ***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.