Sentry School
of Business & Economics
University of Wisconsin-Stevens Point

AACSB ACCREDITED

COURSE SYLLABUS

Course Prefix & Number	BUS 380 (Online)
Course Name	Principles of Business Analytics
Term	Spring	2022

1. COURSE INFORMATION

1.1. *Instructor Information*

Instructor:	Dr. Nikolaus Butz
Office:	CPS 406
Physical Office Hours:	Tues/Thurs 12:15pm – 2:00pm & Thurs 10:00am – 10:50am
Virtual Office Hours:	Available upon request
Office Telephone:	715-346-2728 (School of Business & Economics Main Line)
E-mail:	nbutz@uwsp.edu
Expected Instructor Response Time:	2 business days ***Please note***, 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 *at a minimum* 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 1st (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*

Course Description:	Introduction to business analytics and the analytic process. Emphasis on developing solutions based on a broad view of the organization and its environment. Learn the possible approaches to analysis along with the steps needed to achieve results. Projects involve reviewing cases and exploring how data can be used to create value for the organization.

Credits:	3
Prerequisites:	N/A

1.3. *Textbook & Course Materials*

Required Text(s):	N/A
Recommended Text(s):	N/A
Other Readings:	Provided on Canvas as needed.
Other Required Materials / Applications:	N/A

1.4. *Course Technology*

Course Website(s):	- Canvas - UWSP's Online Learning Management System https://www.uwsp.edu/canvas/Pages/default.aspx - ActiveClass ($25) - Canvas discussion board Plugin (To determine what group you are in see the "Student Groups - See who's on which team" page in the Getting Started Module on Canvas)
Other Websites:	N/A
Course Delivery:	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 (Help) 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 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://www3.uwsp.edu/tlc/Pages/TechEssentials.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 Goals*

The major goal of this course is to study the methods used in data analytics for business. Students will learn to create knowledge that can be leverage in a company's pursuit of its strategic goals and objectives. This course exposes students to several problems common in business and the way to tackle them using data analytics.

2.2. *Course Learning Objectives*

1. Develop a working knowledge base of terminology associated with data analytics for business.
2. Explain the role that data analytics plays in achieving an organization's goals.
3. Demonstrate knowledge of the different tools, methodologies, and opportunities in which to use data analytics in business.
4. Conduct and interpret analyses to support business processes.
5. Identify security, privacy, and ethical issues associated with data analytics.

2.3. *Academic Unit*

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

The SBE achieves its mission by valuing:
- Talent development
- Lifelong learning
- Career preparation
- On the job experiences
- Community outreach
- Regional partnerships
- Continuous improvement

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

3. COURSE POLICIES

3.1. *Attendance*

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

3.2. *Late Work*

3.2.1 General Policy Guidelines
All 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. Rescheduling/Make-up Exams
Appeals to reschedule/make-up an exam will be given only in cases where the student has a valid excuse and he or she has contacted the instructor before the exam is administered. If the circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from the when the exam was given date to contact the instructor and request a make-up. Valid reasons for rescheduling are military service, verifiable illness, university-related travel or events (academic, club, or athletic), sincerely held religious beliefs as described in UW System policy (UWS 22), and medical or family emergencies. All valid reasons must be supported with a physical source document that can be kept in the course records (e.g., practice/game schedule, an email confirming conference registration, a doctor's note, an airline reservation that was booked before the first day of the term, or an email from the party requiring your attendance elsewhere). All reschedule/make-up requests must be submitted via email. Misrepresenting facts regarding why a rescheduled/make-up exam is being requested, may result in a failing grade on the final exam.

3.4.2. Reviewing Exams
In general, students will not be permitted to view questions on past exams or quizzes. Given that this is an online class, it would be too easy for students to take turns completing the exams/quizzes first and then sharing the answers among themselves. Nevertheless, students may petition the instructor to review the item(s) they got wrong. Under no circumstanced will you be allowed to see the questions you got right. The mere act of submitting a petition to view

questions on past exams or quizzes does not guarantee that the student's request will be granted. It is at the discretion of the instructor to determine whether or not the student's exam/quiz questions will be released. All questions review requests must be submitted via email. If granted, the exam/quiz questions will be released after the deadline for the exam/quiz has passed. Furthermore, the instructor will only provide the question stem, not the answer choices, unless the question stem does not make sense without the inclusion of the answer choices. From this information you should be able to look up to correct answers in the book. If you are stumped on a question, you are welcome to email the instructor for additional help.

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

3.5. *Students Responsibility to Know What is Required*

3.5.1 General Policy Guidelines
Student performance will involve completion of the items listed in the Grading section below. The due dates for these items can be found in the course schedule. Please note, all items that appear in the Grading section/course schedule are expected to be completed on time, whether or not the instructor announces them 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 pursing 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)				
558	≤	x	≤	600	points	A	93.0%	≤	x	≤	100.0% (or other max)
540	≤	x	≤	557	points	A-	90.0%	≤	x	≤	92.9%
522	≤	x	≤	539	points	B+	87.0%	≤	x	≤	89.9%
498	≤	x	≤	521	points	B	83.0%	≤	x	≤	86.9%
480	≤	x	≤	497	points	B-	80.0%	≤	x	≤	82.9%
462	≤	x	≤	479	points	C+	77.0%	≤	x	≤	79.9%
438	≤	x	≤	461	points	C	73.0%	≤	x	≤	76.9%
420	≤	x	≤	437	points	C-	70.0%	≤	x	≤	72.9%
402	≤	x	≤	419	points	D+	67.0%	≤	x	≤	69.9%
360	≤	x	≤	401	points	D	60.0%	≤	x	≤	66.9%
0	≤	x	≤	359	points	F	0.0%	≤	x	≤	59.9%

4.2. *Grading Notes*

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 portion 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 on the "points side" of the table above) in a given grade category to receive that grade (e.g., your grade must be ≥ 540 points for an A). No exceptions will be made.

4.3. *Points Available*

Points	Percent	Item	Hashtag used on ActiveClass	Category	Category Percent
4	0.6667%	Add profile picture to Canvas acct	#ProfilePic	Getting Started Asgmnts	2.3334%
4	0.6667%	Sign up for ActiveClass *before* Disc 1 is due	#ActiveClassSignUp		
6	1.0000%	Sign up for Article Report	# ArticleReportSignUp		
10	1.6667%	Pro Event #1	#ProEvents	Pro Events	3.3334%
10	1.6667%	Pro Event #2			
10	1.6667%	Topic 1 Quiz	#Quiz1	Quizzes	13.3336%
10	1.6667%	Topic 2 Quiz	#Quiz2		
10	1.6667%	Topic 3 Quiz	#Quiz3		
10	1.6667%	Topic 4 Quiz	#Quiz4		
10	1.6667%	Topic 5 Quiz	#Quiz5		
10	1.6667%	Topic 6 Quiz	#Quiz6		
10	1.6667%	Topic 7 Quiz	#Quiz7		
10	1.6667%	Topic 8 Quiz	#Quiz8		
--		Topic 9 Quiz (drop lowest)	#Quiz9		
20	3.3333%	Article Report Paper	#ArticleReportPaper	Papers	6.6666%
20	3.3333%	Final Project Paper	#FinalProjectPaper		
20	3.3333%	Hands-on Analysis 1	#HandsOnAnalysis1	Hands-on Analyses	13.3332%
20	3.3333%	Hands-on Analysis 2	#HandsOnAnalysis2		
20	3.3333%	Hands-on Analysis 3	#HandsOnAnalysis3		
20	3.3333%	Hands-on Analysis 4	#HandsOnAnalysis4		
26	4.3333%	Discussion #1: "Personal Intro" (*Video Required*) + 2 Replies	#PersonalIntro	Discussion Boards	25.9998%
26	4.3333%	Discussion #2: "Analytics in the Movies" + 2 Replies	#AnalyticsInTheMovies		
26	4.3333%	Discussion #3: "Information Privacy" + 2 Replies	#InformationPrivacy		
26	4.3333%	Discussion #4: "Data-driven Sales" + 2 Replies	#DataDrivenSales		
26	4.3333%	Discussion #5: "Article Report" (*Video Required*) + 2 Replies	#ArticleReportVideo		
26	4.3333%	Discussion #6: "Final Project" (*Video Required*) + 2 Replies	#FinalProjectVideo		
50	8.3333%	EXAM 1 (Topics 1 - 2)	#Exam1	Exams	34.9999%
50	8.3333%	EXAM 2 (Topics 3 – 5)	#Exam2		
50	8.3333%	EXAM 3 (Topics 6 – 8)	#Exam3		
60	10.0000%	FINAL EXAM (Comprehensive)	#FinalExam		
600	100%	TOTALS			100%

5. COURSEWORK DESCRIPTIONS & COMMENTARY

5.1. *Exams*

A list of the course examinations and their point values is given in the Grading section. The exams will consist entirely of multiple choice questions drawn from the information and topics covered within the Unit. By definition, a Unit is the collection of chapters and topics covered leading up to the exam. Each chapter covered in the exam will contribute an approximately equal number of questions. 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 cleared stated on the Quiz link within Canvas. The instructor may change the time limit from quiz to quiz to account for variations in chapter difficultly, 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. *Discussions*

5.3.1 Discussion Overview
Students will engage in several discussion boards during the course. Each discussion board will be conducted on Canvas. For all discussions students should plan to produce an original post and reply to a minimum of 2 other posts created by their peers.

5.4. *Assignments*

5.4.1 Add Profile Picture to your Canvas Account Sign up for Socrative
To receive full credit for this assignment, you must modify your Canvas profile so that it includes a photo of yourself or something that represents your interests. This task must be completed by the date indicated on the "Course Calendar."

5.4.2 Sign up for ActiveClass
This course will use ActiveClass ($25) to facilitate student learning and engagement. Students must sign up for ActiveClass before Discussion #1 is due to receive full credit for this assignment.

5.4.3 Article Report
In order to encourage connections between the course and current innovations in business, students are to report on one business article and write a brief written report. Additional guidelines describing the specific requirements for the Article Report will be posted on Canvas.

5.4.4 Application Assignment (Hands-on Analytics)
Over the duration of this course, students will complete several hands-on application assignments. Additional guidelines describing the specific requirements for each application assignment will be posted on Canvas. These application assignments are to be completed

individually by each student. Students who copy the work of others or allow others to copy their work will receive a zero on the application assignment.

5.4.5 Final Project
Students will prepare visualizations and deliver argumentation based on a provided dataset. This will include summarizing the issue, presenting a thesis statement showing your position, and supporting your position with data visualization.

5.5. *Smiley Professional Events (or Pro Events)*

Several UWSP departments and programs, including the School of Business & Economics, sponsor **Smiley Professional Events** (or **Pro Events**).

Pro Events connect you to:
- *Campus* (e.g., academic coaching, student clubs);
- *Community* (e.g., Rotary, Business Council): and
- *Careers* (e.g., internships, networking).

As an SBE student, you will be able to choose from a wide variety of speakers, workshops and special events. With over 300 events per year on the Pro Events calendar, you will have significant flexibility in selecting your events. Whatever you choose, Pro Events will help you to make the most out of your time as a student and to prepare for transitioning into a successful career.

Visit the Pro Events web site (**proevents.uwsp.edu**) for announcements of upcoming events. You can also follow us on social media. Facebook: UWSP School of Business & Economics
Twitter: @UWSPBusiness

For this course, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off of 3/17/23; a second event must be before the end-of-semester cut-off (5/12/23). If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. Attendance at each event will count for 10 points towards your final grade.
You may earn Pro Events credits in many different ways:
- "Attending" live Zoom events; attendance will be taken at the end of the event.
- Attending in-person events.
- For maximum schedule flexibility, check out the Anderson Center Canvas page for details on Create Your Own events and Lunch with a Leader.

Only students registered for 100% online or branch-campus classes will have access Pre-recorded video events. This mid-semester and end-of-semester cut-offs (i.e., deadlines) pertain to regular Pro Events (i.e., those you attend face-to-face or via a live Zoom call). Pre-recorded video events are due 1 week before those dates. Only 100% online or branch-campus students can do the videos, and the number of videos is pro-rated based on the number of such courses in which the student is enrolled.

Attendance at Pro Events will be confirmed with automatic emails to you and updated on the Pro Events web site. Please allow a week for confirmation of attendance at events held outside the

SBE, such as Career Services events. If you have a question about Pro Events attendance, please email proevents@uwsp.edu .

If you have multiple courses or affiliations with Pro Events requirements, it is your responsibility to make sure you have attended enough events for each course/affiliation. If you have not attended enough events to cover all of your requirements, your attendance will be allocated to your courses in alpha-numeric order followed by any other affiliations.

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

Hint: if you are having trouble finding events that fit your schedule, check out the "Create Your Own Event" option (https://www.uwsp.edu/busecon/Pages/Events/create.aspx). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. During "Kickstart Your Career," there's the special "Lunch with a Leader" program that allows you to set up a lunch with a local business expert to learn more about their industry, company and profession. Normally, the Anderson Center pays the cost of lunch for SBE students and their guests; during this COVID era, the lunches will be "virtual" (Zoom).

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. 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, email datctr@uwsp.edu, 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 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

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

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

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

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 Polices 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.