 

COURSE SYLLABUS

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| Bus 455 |
| Applied Corporate Finance |
| Spring 2022 |

Course Prefix & Number

Course Name

Term

# Course Information

## Instructor Information

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

## Course Information

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| **Course Format:** | **THIS IS A VERY LIMITED HYBRID FORMAT CLASS. THE CLASS WILL MEET THREE TIMES. (The class will meet in CPS 228.)****JANUARY 25 – REVIEW SYLLABUS AND PROJECT****MARCH 29 – DISCUSSION OF PROJECT****APRIL 19 – DISCUSSION OF PROJECT****THERE ARE TWO DISTINCT PARTS TO THE CLASS:****PART 1 (BEFORE SPRING BREAK)– Self-study 5 different modules that cover topics including the economy, financial markets, financial analysis and stock valuation, entrepreneurial and small business finance, and mergers & acquisitions/private placements. Complete associated quiz for each module.****PART 2 (AFTER SPRING BREAK) - Complete a Corporate Financial Planning and Analysis project for a selected company.**Details are below. |
| **Description:**  | Current topics and advanced discussion of corporate finance subjects. Topics include financial markets, corporate financing, financial forecasting, mergers and acquisitions, and financial statement analysis. Prereq: Bus 350 |
| **Credits:** | 3 |

**PLEASE READ THIS SYLLABUS CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE. THE SYLLABUS CONTAINS YOUR RESPONSIBILITIES TO SUCCESSFULLY COMPLETE THIS COURSE, AND SPELLS OUT IN DETAIL COURSE REQUIREMENTS AND GRADING. THIS SYLLABUS IS SUBJECT TO ANY CHANGES ANNOUNCED THROUGH CAMPUS E-MAIL; IT IS YOUR RESPONSIBILITY TO BE AWARE OF ANY CHANGES THAT ARE ANNOUNCED.**

**Course Format:**

This course is offered in a very limited hybrid format. To get the most out of this course, it is extremely important that you have the initiative to independently study the material in a timely manner. It will also be important that you complete all assignments by the stipulated deadline.

**1.3 *Textbook & Course Materials and Related Assignments***

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| **There is no textbook for this course.** You are provided with all necessary material. All course material is available in Canvas; I will also e-mail you all course materials (except for quizzes, of course.) **Corporate Finance Modules and Quizzes****There are 5 Corporate Finance modules covered in the course. There is a quiz for each module, with each quiz comprising 12% of your final grade. The quizzes will comprise a total of 60% of your final grade.** A description of each of the course modules is below:1. The U.S. Economy: Like Nothing That You’ve Seen – as a finance major and soon to be graduating SBE student, you should know what has recently been going on with the economy. The magnitude of COVID on the economy is unprecedented; this module will discuss how significant and different the impact of COVID has been compared to other events, particularly the financial crisis of 2007 – 2009. This background will also help you in financial forecasting for your selected company in the “Corporate Financial Planning and Analysis” project**.**

**Module Material: The Economy – Like Nothing That You’ve Seen (word document)****Quiz 1: covers the material in The Economy – Like Nothing That You’ve Seen (word document)****To study for the quiz: There are study questions with answers included in The Economy – Like Nothing That You’ve Seen document. Quiz questions are based on the study questions.** 1. **The Financial Markets** - This module is not meant to be difficult; it might even be a little fun. OK, that is probably an overstatement, but you are simply going to visit websites (links ae provided) and answer website questions. **The exact same website questions will comprise the entire quiz 2 in Canvas. So, quiz 2 should not be difficult – but it is serving a purpose.** The questions are presented in a multiple-choice format so hopefully you can determine the correct answer when visiting the websites. If you have any questions or difficulties, then just send me an e-mail. The questions cover current, recent, and historical stock market performance, bond market performance, and interest rates – that’s the purpose, so you know what is going on in the financial markets. This background will also help you in financial forecasting for your selected company in the “Corporate Financial Planning and Analysis” project.

**Module Material: The Financial Markets (word document)****Quiz 2: the exact same website questions in The Financial Markets (word document) will comprise the quiz.****To study for the quiz: Answer the website questions before you take the quiz.** 1. **Financial Analysis and Stock Valuation Multiples** – A Power point presentation is provided with a corresponding study guide, as well as a handout on Market Multiples. This module is largely a review of Bus 350 material. I thought it best to review this material, because you be using ratio analysis in the financial forecasting and stock analysis for your selected company in the project.

**Module Material: Financial Analysis (Power point presentation and Study Guide) and Market Multiples (word document)****Quiz 3: covers Financial Analysis and Stock Valuation Multiples material.****To study for the quiz: The study guide includes study questions with answers included. Quiz questions are primarily based on the study questions - also review the brief Market Multiples handout for the quiz.** 1. **Entrepreneurial Finance and Small Business Credit** - as a finance major and soon to be graduating SBE student, you should have a general understanding of entrepreneurial finance, such as the difference between angel investors and venture capitalists. You should also have a general understanding of the factors involved in extending credit to small businesses.

**Module Material: Entrepreneurial Finance (Power point presentation and Study Guide); IPOs and Roadshows (word document); Small Business Credit (word document).****Quiz 4: covers Entrepreneurial Finance, IPOs and Roadshows, and Small Business Credit material.****To study for the quiz: The Entrepreneurial Finance Study Guide and the Small Business Credit document include study questions with answers included. Quiz questions are primarily based on these study questions - also review the IPOs and Roadshow document.** 1. **Mergers & Acquisitions/Types of Financial Statements/Private Placements** – this module includes a general introduction to various Corporate Finance topics, including Mergers & Acquisitions, the difference between Types of Financial Statements, and Private Placements.

**Module Material: Mergers & Acquisitions (Power point presentation and Study Guide); AICPA – Difference between Financial Statements (PDF document); Reviewed vs. Audited Financial Statements (word document); Types of Financial Statements – Study Questions (word document)’ Private Placements (word document); Private Placements – Study Questions (word document)****Quiz 5: covers all material in this module.****To study for the quiz: Study questions are provided for all topics. Quiz questions are primarily based on the study questions. Review the Mergers & Acquisitions Study Guide (includes Study Questions), Types of Financial Statements – Study Questions, and Private Placements – Study Questions.** **CORPORATE FINANCIAL PLANNING AND ANALYSIS PROJECT** **You may do this project individually or with ONE other student. The project is a combination of credit analysis and investment analysis. If you choose to do the project as a team, choose your partner carefully. Lack of performance by your partner will not excuse you from doing the project; your grade will reflect what you and your team have done.****Each student or team will select a public company and perform a detailed analysis of the firm. Students (teams) will be required to select different companies (no two students or teams can select the same company).** **The project consists of two components: 1) a financial (excel) model that is a 5-year projected financial plan for a selected company, and 2)** **a paper which provides an analysis in which the student (or team)** **1) provides an overview of the company and industry, including a discussion of recent financial results, 2) justifies financial projections that are developed in the excel model, 3) evaluates the current level of debt of the firm based on the financial projections in the excel model, and 4) determines an appropriate stock valuation and expected return to investors.** **The financial model will comprise 20% of your final grade; the paper will comprise 20% of your final grade. Combined, the project will comprise 40% of your final grade.** **You will be provided with an excel model that you should use for the project. The model will be an example using Harley-Davidson. The model provides 5-year projections for the financial statements, including the income statement, balance sheet, and statement of cash flows. In addition, a debt analysis section will provide insight as to the firm’s ability to pay debt. You will input numbers for your company into the model provided. Although you could make modifications to the model, that should not be necessary for most companies.** **The paper should be a maximum of 8 pages. The paper requirements of the project are detailed in black below; I have indicated in red below insight as to how to do the paper.** **In addition, you will also be provided with an example of how to do the complete project. In March, I will send you an analysis that I did with Harley-Davidson as my selected company, which will include the financial (excel) model and paper.****I will also be available through Zoom for individual or team meetings to help you with the project, including reviewing your financial model and providing comments. If you would like me to review your financial model, please submit (email) it to me by Tuesday, April 26. I will review your model and provide comments. We can set up a subsequent Zoom meeting to discuss the model if you like. I will review the spreadsheets in the order that I receive them.****EMAIL YOUR COMPLETED PAPER and EXCEL FINANCIAL MODEL TO ME BY TUESDAY MAY 10, 2022 at 5:00 p.m.** |

## 4 Course Technology

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

**Training*** A self-paced [Student Training / Orientation course](https://uwstp.instructure.com/enroll/36GKLY) is available for self-registration in Canvas
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| **UWSP Technology Support:** | The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit: [https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx](https://www3.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx)**ALL QUESTIONS OR PROBLEMS USING TECHNOLOGY SHOULD BE DIRECTED TO THE UWSP HELP DESK.** |

# Learning Outcomes

## 2.1 Course Objectives and Outcomes

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| The course has the following objectives: * Provide you with a solid understanding of recent and current events in the financial markets and the current challenges facing the U.S. economy.
* Apply economic, industry, and firm knowledge to firm financial analysis, including assessing a firm’s current financial condition and historical performance, and determining an expected price for the firm’s stock.
* Apply economic, industry, and firm knowledge to financial forecasting for a firm, and perform credit analysis through analyzing the firm’s debt level and financial structure.
* Provide a background in credit analysis and stock analysis.
* Provide an overview on specialized topics in Corporate Finance, including Entrepreneurial and Small Business Finance, Mergers & Acquisitions, Private Placements, and different types of financial statements.
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## 2.2 Academic Unit

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

# Course Policies

## Attendance

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| Our meetings are very limited. Our class meetings will focus on how the course will be conducted and expectations (week 1) and discussing the project. Although there is no “deduction” for not attending class, I hope you find the class meetings beneficial. |

## Late Work

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| Not accepted. You need to do take the quizzes in the appropriate windows as stipulated below. The project must be submitted by the stipulated deadline. |

## Etiquette/Netiquette

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

# Grading

## Grading Scheme

**Your final grade is based on your Final Average. YOUR FINAL average WILL BE BASED ON YOUR SCORE FROM five quizzes and a corporate financial planning and analysis project.**

**Each quiz will count for 12% of your final average, as a result, quizzes will comprise 60% of your final grade. the project will count for 40% of your final average. The project includes a financial (excel) model and paper. The financial model will comprise 20% of your final average; the paper will comprise 20% of your final average. Combined, the project will comprise 40% of your final average.**

**Grading Scale**

**A- 90-92%; A 93-100%**

**B- 80-82%; B 83-86%; B+ 87-89%**

**C- 65-69%; C 70-74%; C+ 75-79%**

**D 50-56%; D+ 57-64%**

**F Below 50%**

**Final averages ending in .5 or higher will be rounded up; extra credit is not available for this course. Your final average will be compared to the grading scale above to determine your final grade.**

# Quizzes and Project

**There are 5 Corporate Finance modules covered in the course. There is a quiz for each module, with each quiz comprising 12% of your final grade. All quizzes will be available through CANVAS. To get access to the quizzes, you will be required to log on to CANVAS during the stipulated time as indicated below and click on “quizzes.” QUIZZES 1,3,4,5 WILL HAVE 25 MULTIPLE CHOICE, EQUALLY WEIGHTED QUESTIONS. QUIZ 2 WILL HAVE 20 EQUALLY WEIGHTED, MULTIPLE CHOICE QUESTIONS. ONCE YOU START THE QUIZ, YOU WILL HAVE 90 MINUTES TO COMPLETE THE QUIZ.**

**QUIZ WINDOW:**

**You must complete all 5 quizzes by Friday March 18 at 5:00 p.m.  The quizzes must be completed by 5:00 p.m. on Friday March 18. ONCE YOU START A QUIZ, YOU WILL HAVE 1 HOUR AND 30 MINUTES (90 minutes) TO COMPLETE THE QUIZ. Once you start the quiz, you must complete it.**

**The Corporate Financial Planning and Analysis project will comprise 40% of your final grade. The project consists of two components: 1) a financial (excel) model that is a 5-year projected financial plan for a selected company, and 2) a paper which provides an analysis in which the student (or team) 1) provides an overview of the company and industry, including a discussion of recent financial results, 2) justifies financial projections that are developed in the excel model, 3) evaluates the current level of debt of the firm based on the financial projections in the excel model, and 4) determines an appropriate stock valuation and expected return to investors.**

**The financial model will comprise 20% of your final grade; the paper will comprise 20% of your final grade. Combined, the project will comprise 40% of your final grade.**

**PROJECT DUE DATE: TUESDAY MAY 10 AT 5:00 P.M.**

# Schedule and Due Dates

## SUGGESTED SCHEDULE

**You have a lot of flexibility as to when you want to cover the material. However, don’t fall behind. The following is simply a suggested schedule so you don’t fall behind. You can always work ahead.**

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| Week of | Topics  |
| **Jan. 25** | **CLASS MEETING DAY - Review Course Syllabus and Project Instructions** |
| **Feb. 1** | **Study Module 1: The Economy – Like Nothing That You’ve Seen** |
| **Feb. 8** | **Take Quiz 1; Study Module 2: The Financial Markets**  |
| **Feb. 15**  | **Take Quiz 2; Study Module 3: Financial Analysis and Stock Valuation** |
| **Feb. 22** | **Take Quiz 3** **Study Module 4: Entrepreneurial Finance and Small Business Credit** |
| **Mar. 1** | **Take Quiz 4; Study Module 5: Mergers & Acquisitions/Types of Financial Statements/Private Placement** |
| **Mar. 8** | **Take Quiz 5****Begin Financial Analysis and Stock Valuation Project** |
| **Mar. 15** | **All Quizzes must be completed by Friday March 18 at 5:00 p.m.** |
| **Mar. 22** | **Spring Break** |
| **Mar. 29** | **CLASS MEETING DAY – Discussion of Corporate Financial Planning and Analysis Project** |
| **Apr. 5** | **Work on Corporate Financial Planning/Debt Analysis Project** |
| **Apr. 12** | **Work on Corporate Financial Planning/Debt Analysis Project** |
| **Apr. 19** | **CLASS MEETING DAY – Discussion of Corporate Financial Planning and Analysis Project** |
| **Apr. 26** | **Work on Corporate Financial Planning/Debt Analysis Project** |
| **May 3** | **Work on Corporate Financial Planning/Debt Analysis Project** |
| **May 10** | **All Projects must be submitted by 5:00 p.m.** |

**DUE DATES**

**QUIZZES - ALL QUIZZES MUST BE COMPLETED BY FRIDAY MARCH 18 AT 5:00 P.M.**

**Corporate Financial Planning and Analysis Project – TUESDAY MAY 10 AT 5:00 P.M.**

# Other Administrative Details – UWSP Standard Policies

## ADA / Equal Access for Students with Disabilities

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| The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. Links to UWSP’s policies regarding ADA, nondiscrimination, and Online Accessibility (IT & Communication Accessibility) can be found at: [https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx](https://www3.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx)UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities.  The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365, email datctr@uwsp.edu or visit: [https://www.uwsp.edu/datc/Pages/default.aspx](https://www3.uwsp.edu/datc/Pages/default.aspx) |

## Nondiscrimination Statement

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

## SBE Inclusivity Statement

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## It is my intent that students from diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that the students bring in and out of class be viewed as a resource, strength, and benefit. Every person has a unique perspective and we learn from hearing many of them, but not all perspectives are represented in course readings. So, learning depends upon all of you contributing to the class with your own opinions and perspectives. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups. If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this link. You may also contact the Dean of Students office directly at dos@uwsp.edu

## Help Resources

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| The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715‑346‑3568 or visit: [https://www.uwsp.edu/tlc/Pages/default.aspx](https://www3.uwsp.edu/tlc/Pages/default.aspx)If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715‑346‑4646 or visit: <http://www.uwsp.edu/stuhealth/Pages/default.aspx>The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: <http://www.uwsp.edu/counseling/Pages/default.aspx>In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students.The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As such, an instructor may contact the Office of the Dean of Students if he or she senses that a student is in need of additional support beyond what the instructor is able to provide. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.aspx>UWSP students may also share a concern directly if they or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success and/or the safety of others. Please report any concerns of this nature at [https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx](https://www3.uwsp.edu/dos/Pages/Anonymous-Report.aspx) |

## Emergency Response Guide

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

## UWSP Community Bill of Rights and Responsibilities

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| UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students, staff, and faculty. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information, go to: <https://catalog.uwsp.edu/content.php?catoid=10&navoid=422#section-1-communal-bill-of-rights-and-responsibilities> |

## University Attendance Policy

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| In addition to the course attendance policies determined by the instructor (noted above if applicable), the university provide standard guidelines by which students are to abide. All exceptions to the course attendance policy or the university guidelines should be documented in writing. A link to the university’s attendance guidelines can be found at: [https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx](https://www3.uwsp.edu/regrec/Pages/Attendance-Policy.aspx) |

## University Drop Policy

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| You are expected to complete the courses for which you register. If you decide you do not want to take a course, you must follow the procedures established by the university to officially drop the course. If you never attend or stop attending a course and fail to officially drop, you will receive an F in the course at end of the semester. A link to the university’s drop policy can be found at: <https://catalog.uwsp.edu/content.php?catoid=11&navoid=431&hl=add%2Fdrop&returnto=search#Drop/Add/Withdrawal_Procedures> |

## Academic Honesty

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

## Grade Reviews/Appeals

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| A formal grade appeal, also known as a Grade Review, can be requested in instances when the student feels that he or she was not provided a syllabus with a grading scale in a timely manner (i.e., the end of the second week of classes) and/or the instructor did not stick with the grading scale published in the syllabus. Questions of whether or not the instructor appropriately graded one or more of the course assignments, quizzes, exams, etc. are not matters to be decided by a formal grade appeal, but rather should be taken up with the instructor directly. Information on grade reviews can be found in the University Handbook, Chapter 7, Section 5. A link to the university’s policies on non-academic misconduct can be found at [https://www.uwsp.edu/acadaff/Pages/gradeReview.aspx](https://www3.uwsp.edu/acadaff/Pages/gradeReview.aspx) |

## Non-Academic Misconduct

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| Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university’s policies on non-academic misconduct can be found at [https://www.uwsp.edu/dos/Pages/stu-conduct.aspx](https://www3.uwsp.edu/dos/Pages/stu-conduct.aspx). |

## Confidentiality

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| Under FERPA, students cannot remain anonymous in a class. Students are permitted to know who else is in their class.Learning requires risk-taking and sharing ideas. Please keep your classmates’ ideas and experiences confidential outside the classroom unless permission has been granted to share them.This course may require students to post their work online using applications or services that have not been approved by UW-system. In this situation, the students work will only be viewable only by his or her classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. Please contact your instructor prior to the due date if you wish not to participate in these online assignments due to confidentiality concerns. UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, go to: <https://www.wisconsin.edu/dle/external-application-integration-requests/>. Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357. Links to the Terms of Use and Privacy Polices for tool used at UWSP be found at: [https://www.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx](https://www3.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx)Here are steps you can take to protect your data and privacy:* Use different usernames and passwords for each service you use
* Do not use your UWSP username and password for any other services
* Use secure versions of websites whenever possible (HTTPS instead of HTTP)
* Have updated antivirus software installed on your devices

Additional resources regarding information security at UWSP can be found at: [https://www.uwsp.edu/infosecurity/Pages/default.aspx](https://www3.uwsp.edu/infosecurity/Pages/default.aspx). It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful. |

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

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

## Sample Coursework Permission

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

## Revision Clause

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

**7.16. *COVID-19***

***Face Coverings***:

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

***Other Guidance***:

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