CIS225: Data Communications and Networks
Fall 2020-21

Instructor: Sasithorn Zuge

CNMT Dept. Phone: 715-346-4409

Office Hour: Virtually on Zoom (link provided on the Course Canvas)
10:00am – 11:00am Thursdays, or by appointment

In the unlikely event that I will need to make changes to my office hour, I will post any changes on Canvas Announcements and/or email.

Virtual Office: I have a virtual office this semester via MS-Teams or Zoom
(see also Contacting the Instructor section on the syllabus)

My preferred method would be via MS-Teams, as I find it the most reliable. You can either chat with me or call me on MS-Teams (just like a real office). If I am not able to answer your call, you can also leave me a message

You can also chat with me via Zoom, but I have experienced glitches with this in the past.

Email: szuge@uwsp.edu, please include "CIS225: <followed by nature of your email>" in the subject line.

Please note: The content in the syllabus may be subject to change. Any changes in the course syllabus will be available on the Course Canvas.

Canvas Homepage:

https://www.uwsp.edu/canvas/Pages/default.aspx

You can access the course Canvas from the link above. Click on Data Communications and Networks course. Please check this often since any changes to the course will be posted on the course Canvas.

Class Time:

08:00am – 09:50am Thursdas and Fridays,
Virtual Class on Zoom (link provided on the Course Canvas under Virtual Class Facilities Module).

Rental Text:

Kurose & Ross. Computer Networking - A Top Down Approach, 7^{h} Edition.

Course Description:

"Introduction to fundamental concepts in the design and implementation of computer communication networks, their protocols, and architectures. Students understand how popular network applications such as Web browser, FTP client, remote connection, and email work on computer networks. Topics to be covered include: TCP-IP and OSI architecture, application layer (Web, FTP, remote connection, email, client and server interaction), transport layer (TCP-UDP), network layer (IP), data link layers, and concept of local area network (LAN) and wide area network (WAN)."

Welcome to the course! The course goal is to help you understand the "how" and "why" behind data communication technologies by surveying various protocols and functions through different layers of the OSI and the Internet Models.

I hope that by taking this course, it will

- give you a deeper understanding when reading about new communication technologies,
- give you a reference framework when selecting networking products and troubleshooting issues related to networking, and
- be more prepared, in general, to not just use networking technologies but also have at least a basic understanding of why and how it works behind the scene.

I am looking forward to working with you this semester!

Course Learning Outcomes:

1. Name and briefly describe the functions of each layer in the Internet Model and the OSI Model. Explain the difference between the Internet and OSI Model.
2. Examine how the main networking concepts (delay, accuracy, and security) are implemented in existing and emerging networking technologies and protocols
3. Give a bird's eye view of what made up the Internet, from end devices to the network core. Describe and compare/contrast different technologies used at the network edge (access technologies) and the network core.
4. Describe how devices communicate. Explain the functions different networking devices and how each plays a role in a communications network
5. Describe the inner workings of commonly used protocols at each layer of the Internet Model
6. Investigate and analyze the communication flows of commonly used internet protocols and its security implications
7. Explain the main concepts of computer security – confidentiality, integrity, and availability.
8. Explore different attack vectors faced in computer security and how it applies to different internet protocols
9. Plan basic IPv4 subnet in a small LAN, using fixed length IPv4 subnetting, and troubleshoot basic network connection settings and delay
10. Explain the difference between symmetric and public key cryptography and their role in today's network. Utilize tools, such as GPG, to sign, encrypt, and verify messages

Contacting the Instructor:

Below is a summary of the best way to contact me, ranked from the most preferred first. You can contact me

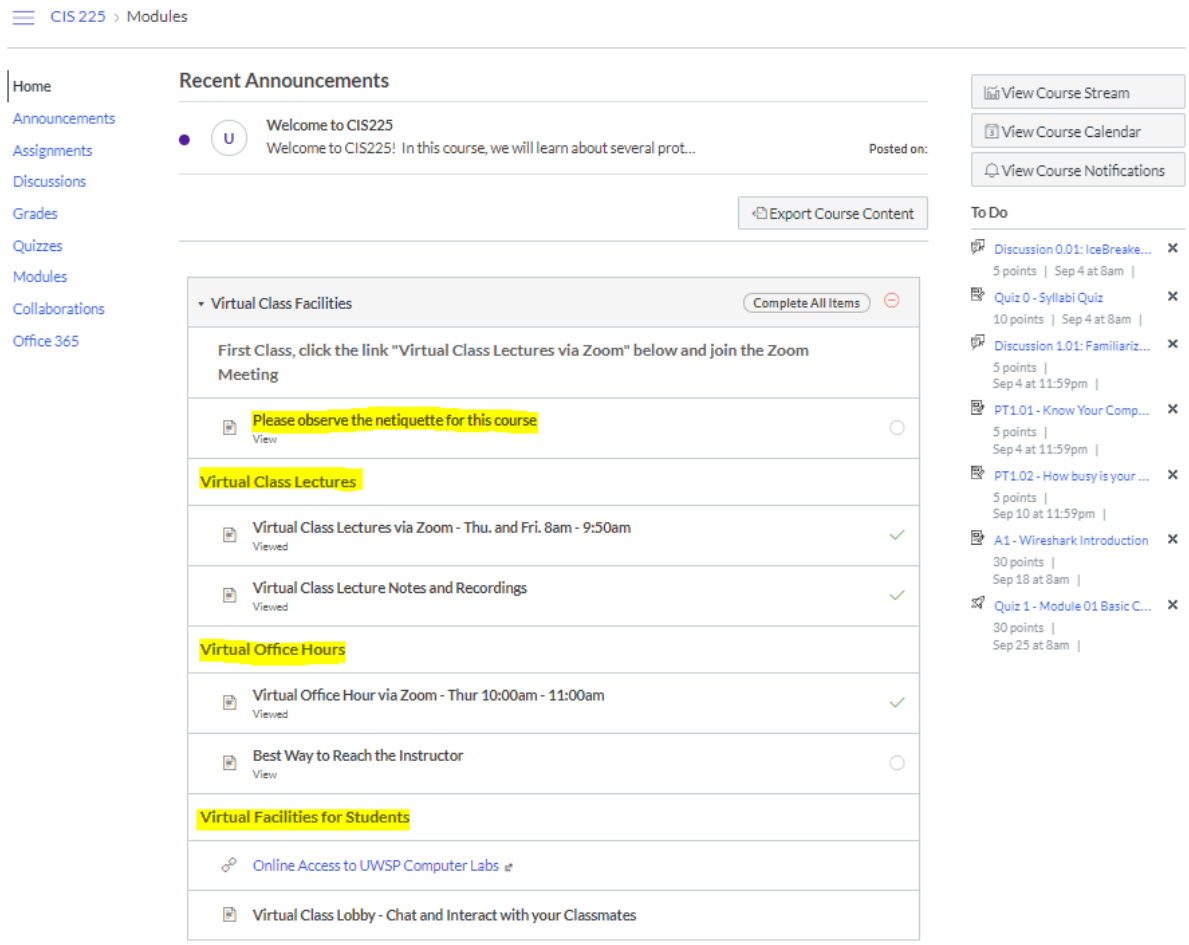
(1) during scheduled Zoom Virtual Office Hour,
(2) via MS-Teams chat/call – use your UWSP account to login when prompted,
URL for the chat feature above - https://teams.microsoft.com/l/chat/0/0?users=szuge@uwsp.edu

From the chat window, there's also a  icon to call me. This link can also be found on Canvas under "Best Way to Reach the Instructor" in Virtual Facilities module.
(3) via Zoom chat, or
(4) via email. When contacting me via email, to ensure a timely response, please make sure you also **include "CIS225: <followed by the nature of your email>" in the subject line**. I usually try to get back to you within 72 hours, except on holidays and weekends.

You can also set up an appointment with me if the office hour does not work for you.

Virtual Class Facilities:

For your convenience, from the Canvas Course Homepage, I grouped all information about the virtual class facilities in one module. Here, you will find the links to virtual class lectures, virtual office hour and how best to reach me, and any virtual facilities for students –Online Access to UWSP Computer Labs.



Class Lectures, Recordings, and Course Content

The class will be taught online via Canvas and Zoom this semester. Class sessions will be conducted via Zoom sessions; you can find the link to the class lectures from the Virtual Class Facilities Module on the course Canvas page. If you cannot attend a class session, the class recordings will be made available and you can access it from the "Virtual Class Lecture Notes and Recordings" link on the course Canvas. Any course materials, such as PowerPoint handouts and required assignments are available on the content module, e.g. Module 01 – Basic Concepts, on Canvas. In addition, each class lecture handouts and recordings will be available from the "Class Handouts and Recordings" page under each content module.

It is **highly recommended that you take notes during class, or as you go through the class recordings**. There will be supplemented materials and additional exercises during the class lectures and labs. These materials are especially important because they are designed to help reinforce and test your understanding of new materials presented during class. It is also advisable that you complete the Review Problems (posted on Canvas) as you go along, instead of at the end of each module, so that any topics or questions that you may have can be addressed in a timely manner.

Lecture materials and recordings for CIS225 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

Evaluation and Grading

Your final grade will be determined by your class discussion/participation, completed and graded exercises/assignments, quizzes and exams. Your final grade will be calculated from the sum of your weighted grading scores as shown below:

Grading Items	Weight
Class Participation (Discussion/Practice Exercises) *(Points earned can exceed category weight)*	10%
Classwork (Practice Exercises/Assignments/Quizzes) *(Points earned cannot exceed category weight)*	50%
Midterm *(Points earned cannot exceed category weight)*	20%
Final Exam *(Points earned cannot exceed category weight)*	20%

The class grading scheme may change, any changes will be posted on Canvas and/or during class session.

Important Note: Your weighted score for each category (including bonus points) cannot exceed the category's weight. Class Participation is the only category that will allow you to exceed the category's weight with bonus points. Because Canvas doesn't have an option to automatically calculate "not exceed category weight", your score shown on Canvas might not reflect your actual score if your accumulated points for a category exceeds the category weight ((it can show more points than what you would receive). In this case, your score will be adjusted manually (you will see an "adjusted category weight" assignment with negative points in each category) at the end of the semester to reflect the actual score for each category. If you have any question, please do not hesitate to contact me.

Your final letter grade will be awarded according to the table shown below:

Letter Grade	Final Score	Letter Grade	Final Score
A	>= 94	C+	>= 77
A-	>= 90	C	>= 74
B+	>= 87	C-	>= 70
B	>= 84	D+	>= 67
B-	>= 80	D	>= 60
		F	Below 60

Tentative, subject to change

Class Activities

In addition to in-class exercises, there will be a selection of activities to reinforce and/or assess your learning. The general expectation is that you will complete class activities by the due date/time, unless an arrangement has been made with me in advance, or for validated excused reasons. If you need to extend your due dates due to validated excused reasons, please reach out to me as soon as possible, and if possible, before the assignment due date. Validated excused reasons are involuntary absence, such as sickness that can be validated via doctor's notes, verifiable personal/family emergency, participation in military/sports meets or work-related travel via your superior's letter, etc. Please note that reasons, in which, students elect not to do the work or forgetting to complete the work, are not considered validated excused reasons.

Discussions

Short of having a face-to-face course, the class discussions serve as a platform for students to interact/engage with your classmates on course materials. This type of activities often asks you to build on the knowledge learned by looking at current protocols/technologies and evaluate on the topic. The activities are usually peer-reviewed, and there will be prompts for you to post your thoughts/reply to the exercise.

The activities can either be ungraded (for learning purpose only) or counted towards class participation category.

Please follow the netiquette guidelines, available on course Canvas, when posting. For each discussion exercise, you will earn point(s) based on the following rubric:

- **0%: Incomplete:** no post by due date/time
- **25%: Unsatisfactory:** A very short post such as, "I agree", "I disagree", or "Good job".
- **50%: Minimal:** A minimal post that contains some brief feedback or a brief explanation.
- **75%: Good:** A meaningful post that contains feedback and an explanation/reasoning for the feedback. The post contains few or no grammatical, spelling, or punctuation errors.
- **100%: Exemplary:** A thorough, well-constructed post that contains feedback, explanation/reasoning, and references course content/materials. The post is very well written with no or few grammatical, spelling, or punctuation errors.

(Taken from OCDI August 2020 Online Discussion)

At the end of the semester, additional bonus points (no more than 10% of the Discussion/Participation category) may be awarded by the instructor based on your class conduct throughout the semester (e.g. attendance, participation/contribution to the class, quality of work done, etc.).

Exercises/Assignments

Each module will have required practical/practice exercises and assignments with the due date clearly stated on Canvas (see screenshots below).

Practical or Practice Exercises - This type of activity is usually smaller in scope and is geared towards reinforcing or applying the concepts learned in class. The activities can either be ungraded (for learning purpose only), counted towards class participation category (evaluate based on your attempt to do the work), or counted towards classwork category (graded as usual assignment).

Assignments - This type of activity is usually more involved, and more preparation and thought are required to complete the exercise. The assignments are usually graded and counted towards classwork category.

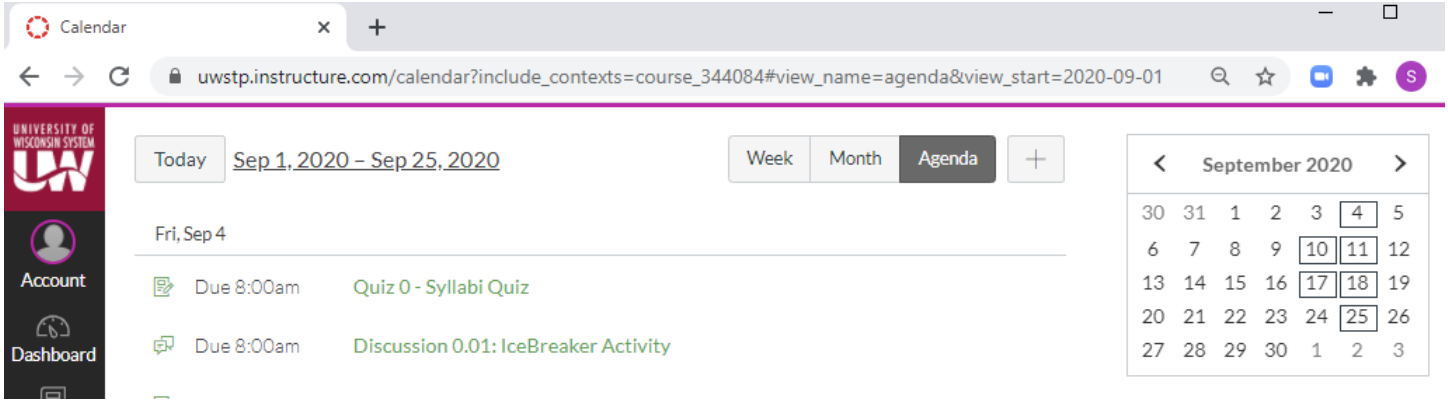
You are responsible for remembering these due dates, and make sure that you submit your original work on time. I am also available if you need me to look over and comment on your work before the due date. For reviewing large Wireshark assignments, I usually set aside the "evaluation due date" for chunks of the assignment, in which, if you submit your work to Canvas by the evaluation due date, I will make comments on your work, so that you can correct and resubmitting it by the official due date/time.

Late Submission: Unless an arrangement has been made with me in advance to extend your due date, late submission for labs and assignments will be accepted only within one week after the due date and time, with 50% penalty points deducted from the graded score. Practical/practice exercises are given to make sure you understand the concepts before moving on to the next topic, and I usually go over the answers to the practice exercises in the next class session. Therefore, unexcused late submission for practical/practice exercises are usually not accepted, unless stated on Canvas "available until" date for that exercise. No late work will be accepted after that. If you need to extend your due dates due to validated excused reasons, please reach out to me as soon as possible, and if possible, before the assignment due date.

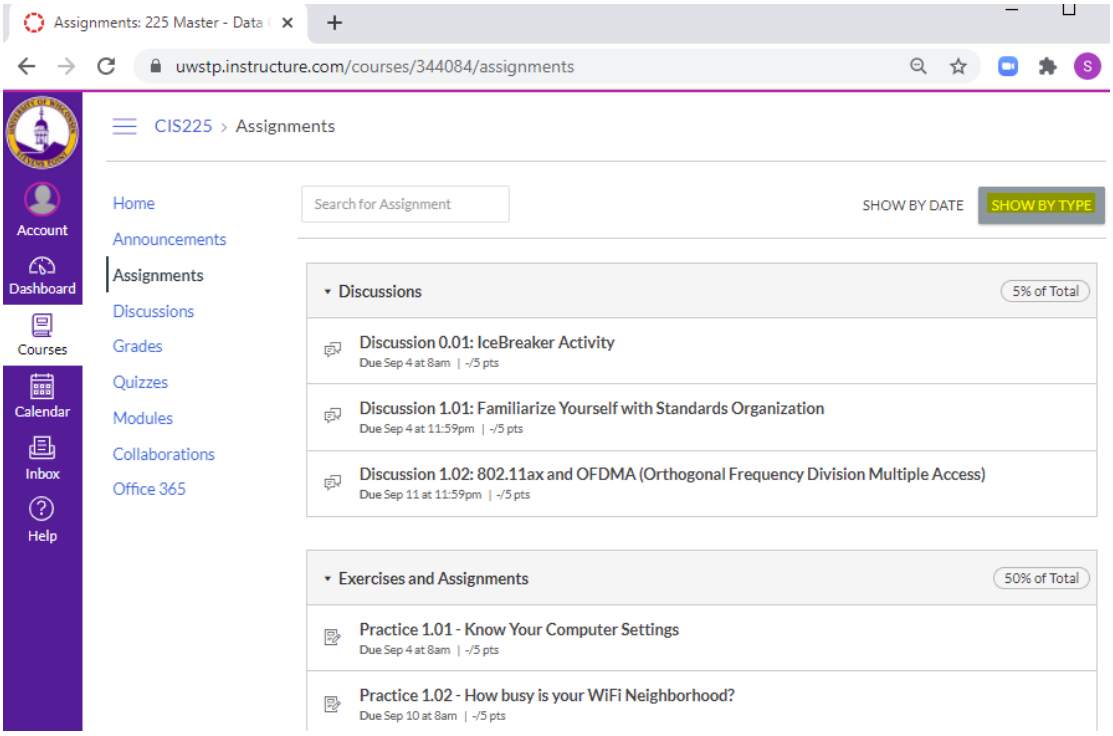
Submission Requirements and Due Dates

All assignments and labs are **due at the beginning of class on the due date,** unless stated otherwise on Canvas. I am also available if you need me to look over and comment on your work before the due date.

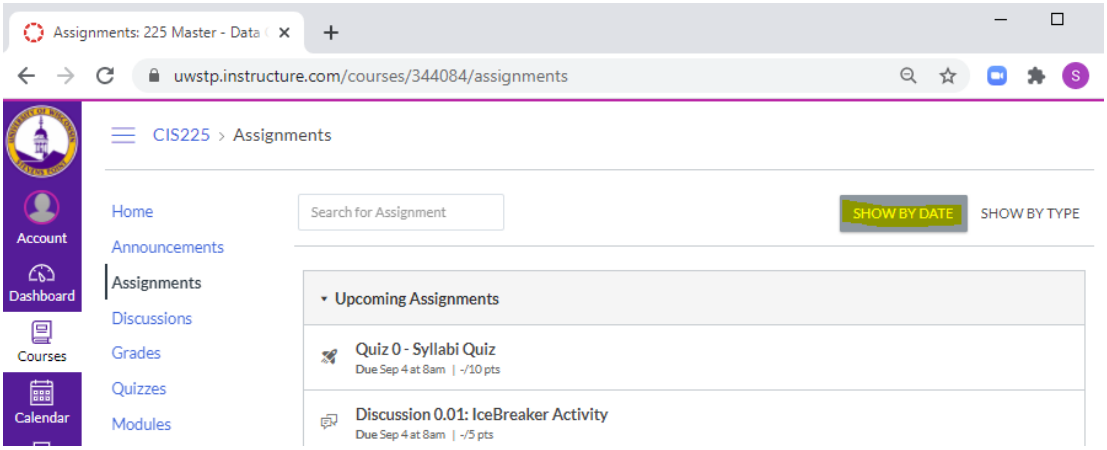
Please observe the time of the due date carefully and include your name at the beginning of the printout. The due date for required assignments and labs are available on both the course calendar on Canvas, the Assignments section (you can organized by date due or by type), and the current week "ToDo" on the Course Homepage on Canvas.



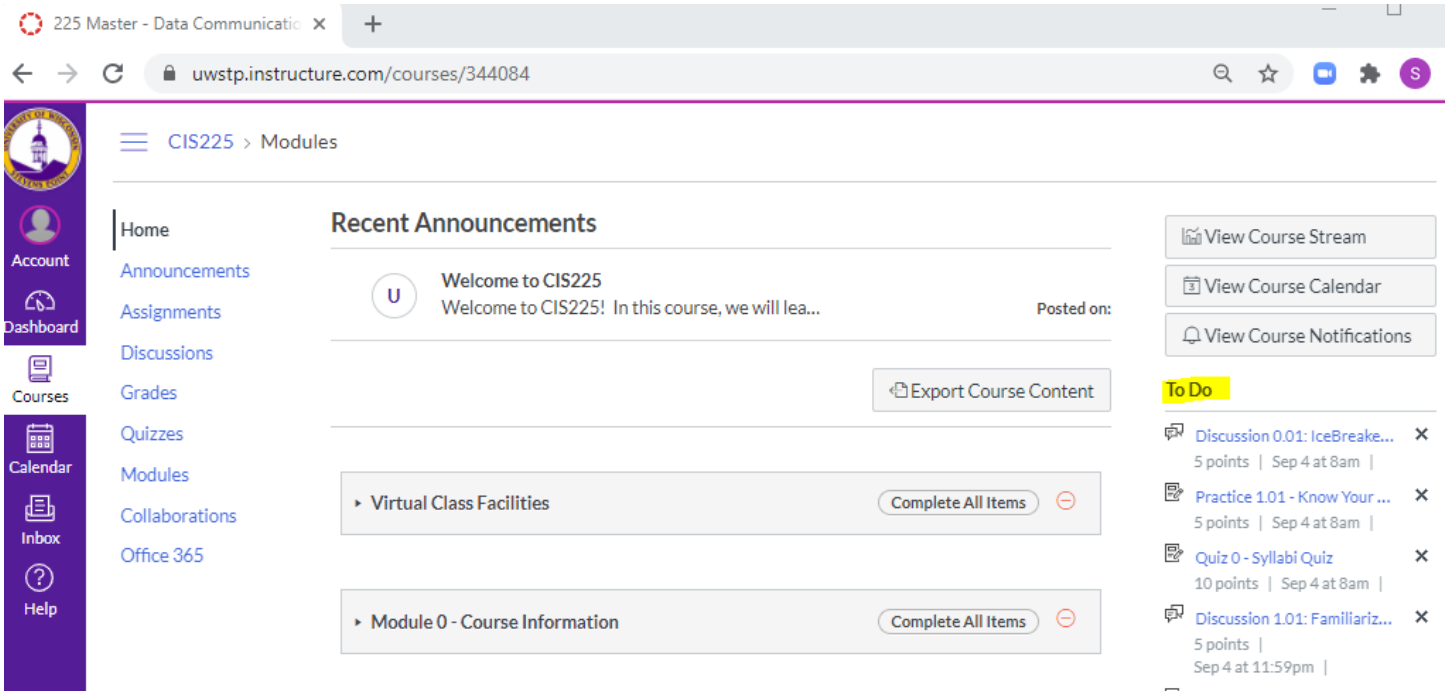
Canvas Calendar showing upcoming events including Assignments' due dates



Course Assignments Section on Canvas showing by Assignment Type with upcoming Assignments and due dates



Course Assignments Section on Canvas showing by Due Date



Canvas Course Homepage showing upcoming activities, ToDo, and due dates for the current week

Most required assignments will have an associated template document that, if provided, it must be used to complete your work. It is important that you read the provided template documents carefully, as they usually contain assignment specifications, hints, and examples on completing the assignment.

When answering questions, to make sure that you understand the concepts learned, you will need to show evidence that support your answers. Usually, this means you need to include readable "screenshots" of all pertinent information as evidence in supporting your answers for the lab assignments, so that I can check and grade your answers. Without screenshots that include all pertinent information, or including screenshots that the information is missing, incorrect, too small, or too blurry, I will not have enough evidence or won't be able to read the evidence to grade your work.

You are responsible for making sure that your work is complete and done to specification before handing it in. For your work to be graded, you must satisfy the submission requirements. **Any assignments or labs that are not complete or do not satisfy submission requirements will be returned to you without being graded and result in zero point for the assignment or lab**.

In general, the submission requirements are as followed:

- Follow the specifications as stated in the assignment. If there's a template file for the assignment, you must use the template file to complete your work.
- For online submission, the file uploaded to Canvas by the due date and time.

For your convenience, submission requirements for assignments are included on the assignment template document, and also on Canvas (see screenshots below).

Lab 01 - Wireshark Intro Lab Template
<Please put your full name here>

Submission Requirements

The lab template file is a complementary file to the Wireshark Lab file. You must use this template file to complete your work and hand in your assignment. Follow the lab specifications stated on this file when there is a conflict between the instructions on the Wireshark Lab File and this file. After you answer the questions and provide the screenshots required, please check that you have completed the following by the due date and time.

- ☐ The completed template file should be uploaded to Canvas by the due date and time.
- ☐ The content of the file (including the screenshots) should be readable to a person with normal vision without requiring visual aids.
- ☐ Follow the lab specifications stated on this file.

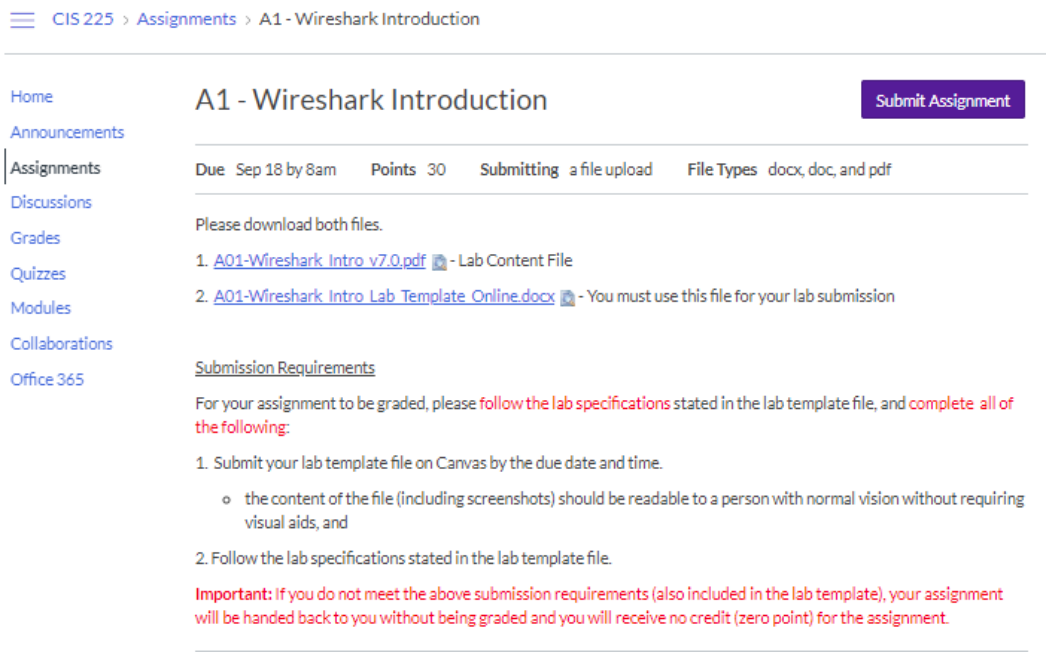
Important: If you do not meet the above submission requirements, your assignment will be handed back to you without being graded and you will receive no credit (zero point) for the assignment.

How to use this file

Use this template file in conjunction with the Wireshark Lab file. In the "Submitted Content" section, you will find what I am expecting for the lab submission in the **<> or <>** bracket. You will need to insert or replace the information I asked for with your own content. Do not delete, change, or reorder the Scr# and question number as it is used with the rubrics on Canvas for grading. In addition, please keep the flow of the document intact. Do not delete the information in the <> or <> bracket.

Fill in any answers to the questions asked during the lab in the space provided. Do not modify the format of the questions and answers.

Example of Submission Requirements on the Assignment file



Example of the same Submission Requirements on Canvas

Quizzes

A number of quizzes will be given throughout the semester with the due date clearly stated on Canvas. This type of activity is used to ensure that you are keeping pace with the materials covered in class. The quizzes are usually graded and counted towards classwork category.

Because you are given about a week to complete the quiz before the due date, **no make-up quiz will be given if you missed the due date, unless an arrangement has been made with me in advance, or for validated excused reasons.**

Optional Extra Credit

There will be opportunities throughout the semester for optional extra credit activities, such as Module Review Problems at the end of each module. The activity will either be evaluated based on your attempt to do the work (e.g. Module Review Problems), graded as usual (e.g. Module Bonus Exercise), or based on your involvement in the activity. These activities will be and counted as bonus points towards the category it is assigned. Because extra credit exercises are already built-in throughout the semester, there will be no additional bonus exercises given, other than the ones assigned throughout the course.

It is up to you to keep track of your current grade and take advantage of the extra credit opportunities. Some of these activities might be an unscheduled ad-hoc activity that came up during class time, some might be extra exercises with specified due date announced during class, and others, such as the Module Review Problems, are planned extra credit activities with due date clearly stated on Canvas. Since some of the ad-hoc extra credit activity will be done as part of the in-class exercises, it is important that you attend class regularly. If you cannot attend class that day, the activities will be posted on Canvas, and you can still complete it by the due date/time.

For Module Review Problems, partial credit will be given if you cannot complete all the problems in the assigned problem set. You still need to submit what you have completed to Canvas by the due date/time to receive partial credit.

If you are still reading this, post an additional comment with the message " I am still reading… **" to the Canvas Icebreaker activity by 8am September 10th, 2020 to receive 5 points bonus on your first quiz 😊.

Exams

There will be two closed-book exams for the course. However, you will be allowed to bring a one-sided letter size cheat sheet for the midterm exam, and a double-sided letter size cheat sheet for the final exam.

The final exam is comprehensive and covers all materials. This includes materials from the textbook, class lectures, exercises, assignments, and quizzes. You are required to take the final examination to pass the class; otherwise, you will receive a failing grade for the course.

Midterm Exam: TBA (tentatively on Thursday October 22nd, 2020, during usual class time 8am – 9:50am)
Final Exam: TBA
Exam Location: Honorlock Proctored Exam on Canvas

The exams are to be completed on Canvas and will be proctored via Honorlock. Honorlock is a UWSP approved method of proctoring online exams. Please see more information on Canvas. Please also sign the online exam agreement (available on course Canvas) before taking the exams.

No make-up exams will be given, unless an arrangement has been made with me in advance, or for validated excused reasons. Please note: Any changes will be posted on Canvas.

Honorlock

I will be using Honorlock to proctor your midterm and final exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, a functional microphone, a stable Internet connection, and the Chrome browser.

Before you get started, please review the Honorlock Student module in Canvas to familiarize yourself with Honorlock. All exam proctoring services, including Honorlock, can seem invasive because of the way they function. Honorlock will record your webcam, audio, and computer screen during your exam to help ensure integrity of the course for all users. Honorlock has been vetted and approved by both UW-Stevens Point and UW System, to ensure that it meets security and privacy requirements.

If you have concerns please contact me directly.

Make sure you open Canvas using the Google Chrome browser.

You are strongly encouraged to take the Honorlock Practice Quiz before attempting any graded exams. The Honorlock Practice Quiz will allow you to test Honorlock to ensure you are comfortable using the system and to ensure that your computer will function properly.

When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. Good luck!

Honorlock support is available 24/7/365. If you encounter any issues, you should contact Honorlock Live Support (https://honorlock.com/support/).

If you encounter issues with Canvas, please contact Canvas Support directly by clicking the Help Button (question mark inside a circle) located at the bottom of the left navigation bar in Canvas.

TENTATIVE COURSE OUTLINE

Week#	Module / Topics	Required Reading	Tentative Class Activities, subject to change (does not include Discussions and Module Review Problems)
1-2	Module 1 / Basic Concepts	Chapter 1, 7.2.1, 7.3.1, 7.4.1	Q0: Syllabus Quiz In-Class Exercises and PT1.01 – Computer Settings PT1.02 – WiFi Neighborhood (if needed) PT1.03 – Measure Network Performance A1: Wireshark Intro Lab Quiz 1
3-5 ½	Module 2 / Application Layer	Chapter 2 and Handouts	In-Class Exercises and PT2.01 - HTTP Requests/Response PT2.02: Basic DNS Query PT2.03: More DNS Query (if needed) A2: HTTP Lab A3: DNS Lab Quiz 2
5 ½ -7	Module 3 / Network Security	Chapter 8.1 – 8.5, 8.7 and Handouts	In-Class Exercises and PT3.01 – Decipher Vigenere Exercise PT3.02 – Surveying RSA Exercise A4: Supplemental Lab
8	Midterm Exam (from materials in module 1-3), tentatively Thursday Oct. 22, 2020 TBA via Canvas, to be proctored by Honorlock		
8 ½ -11 ½	Module 4 / Transport Layer	Chapter 3	In-Class Exercises and A5: UDP Lab PT4.01 – 3-way Handshake Exercise PT4.02 – Complete TCP Connection PT4.03 – TCP Flow/Congestion Control A6: TCP Lab Quiz 3
11 ½ -13	Module 5 / Network Layer	Chapter 4.1-4.3, 5.1-5.3, 5.6, 8.6, 8.9 Handouts	In-Class Exercises and A7: IPv4 Subnetting PT5.01 – IP Fragmentation (if needed) PT5.02 – Link State Routing (if needed) PT5.03 – IP Address Exercise
14-15	Module 5 / Data-Link Layer	Handouts	In-Class Exercises and PT5.04/05 – Case Study – ARP Exercise A8: Supplement Assignment (if needed)
16	Final Exam (Comprehensive), waiting on the exam date from the registra. TBA via Canvas, to be proctored by HonorLock.		

Important Note: The course outline and classwork activities on the syllabus is used as a guide and is subject to change. If there are any conflict(s) between the information on Canvas and the information on this outline, the information on Canvas will take precedence.

Academic Dishonesty:

The University of Wisconsin – Stevens Point is an academic community of individuals committed to the pursuit of learning, the acquisition of knowledge, and the education of all who seek it. This course expects that all work turned in for a grade is your own, or that of your group. A description of your rights and responsibilities as a member of the UWSP community can be found in the Community Rights document at: http://www.uwsp.edu/dos/Documents/CommunityRights.pdf.

Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) are available in the Community Rights document. 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 the University System Administrative Code, Chapter 14.

Disability Services:

For information on accommodations available to students with disabilities, visit the Office of Disability Services in room 609 Albertson Hall (715-346-3365) or their website: http://www.uwsp.edu/disability/Pages/default.aspx.

You are responsible for notifying and making arrangements directly with the Disability Services Office before any exams.

UWSP Emergency Evacuation Procedure:

- In the event of a medical emergency, call 911 or use red emergency phone located near SCI B338, or SCI B238 in the hallway of the Science Building. Offer assistance if trained and willing to do so. Guide emergency responders to victim.
- In the event of a tornado warning, proceed to the lowest level interior room without window exposure on the first floor lavatory in the Science Building. If time or space do not allow, go to A224 or A225 Science Building or remain in the hallways around those classrooms. See http://www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx for floor plans showing severe weather shelters on campus. Avoid wide-span rooms and buildings.
- In the event of a fire alarm, evacuate the building in a calm manner. Meet at parking lot X (the corner of Fourth Avenue and Reserve St.). Notify instructor or emergency command personnel of any missing individuals.
- Active Shooter – Run/Escape, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of Emergency Responders. Watch the Active Shooter video at: https://campus.uwsp.edu/sites/rmgt/campus/SitePages/Shots%20Fired%20-%20Lightning%20Strikes.aspx. Watch the Preventing Violence video at: https://campus.uwsp.edu/sites/rmgt/campus/SitePages/Flashpoint%20on%20Campus.aspx.
- See UW-Stevens Point Emergency Management Plan at http://www.uwsp.edu/rmgt for details on all emergency response at UW-Stevens Point."

Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) weeks unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as **far in advance as possible** and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the

course grade. For absences due to being deployed for active duty, please refer to the Military Call-Up Instructions for Students.

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.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

Help Resources

Tutoring	Advising	Safety and General Support	Health
Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. 018 Albertson Hall, ext 3568	Academic and Career Advising Center, 320 Albertson Hall, ext 3226	Dean of Students Office, 212 Old Main, ext. 2611	Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646

UWSP Service Desk

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 this link for more information.

Care Team

The University of Wisconsin-Stevens Point is committed to the safety and success of all 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 your instructor, I may contact the Office of the Dean of Students if I sense you are in need of additional support which individually I may not be able to provide. You may also share a

concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting here.

Important requirements if you will be on-campus

The class will be taught online this semester, so there is no need for the class to meet on campus. However, if you will come to campus for other classes or for any other reasons, please observe the following procedures, as required by the university policy.

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.