

FN 206 Introductory Foods – Spring 2021

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check our Canvas course site for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Instructor Information

Instructor: Deborah Tang

Office: CPS 240B

Virtual Office Hours: I have tentatively set aside Wednesdays from 9:00 – 11:00 a.m. as office hours. Please email me to schedule your appointment. If this time does not work for you, we can determine another time that is mutually convenient. Detailed information on accessing the Online Room is located within the Begin Here module in Canvas under "Online (Virtual) Office Hours".

E-mail: dtang@uwsp.edu

Expected Instructor Response Times:

- I will attempt to respond to student emails within 24 hours between Mondays to Fridays. If you have not received a reply from me within 24 hours, please resend your email.
 - If you have a general course question (not confidential or personal in nature), please post it to the Muddiest Forum found on the course homepage. I will post answers to all general questions there so that everyone can view them. Students are encouraged to answer each other's questions too. I will check the forum daily for questions.
- I will attempt to reply to and assess student discussion posts within 48 hours of discussions closing.
- I will attempt to grade written work within 72 hours of assignment due date.

Course Information

Course Description: Introduction to basic physical and chemical properties of foods; interaction and reaction of food in food preparation procedures; evaluation of prepared products.

Credits: 3

Prerequisite: By instructor consent.

Lecture Schedule: 100% Online in Canvas

Lab Schedule: Home labs for students living at home or off campus with their own kitchens.

Face-to-face labs in CPS 211 on Tuesdays from 1:00 – 3:50 p.m. for students living in the dorms (subject to change according to university guidance). **First lab meeting is on Tuesday, February 9.**

Textbook & Course Materials

Required Text: Brown, Amy. *Understanding Food – Principles & Preparation*. 6th Edition. Thomson Wadsworth, 2019.

ISBN: 978-1-337-55756-6

Textbook is available for purchase from www.amazon.com or for rent from UW-Stevens Point Text Rental. Refer to the document "Text Rental Information for Online Students" posted under the Student Resources section.

Additional Readings and Resources: Posted in Canvas

Build Rapport: If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that I can help you find a solution.

Course Learning Objectives:

Students will be able

1. To integrate basic information needed for food selection and preparation.
2. To apply and demonstrate basic principles of food preparation for both quality and nutrient retention.
3. To evaluate food products based on established standards.
4. To apply acceptable food safety and sanitation procedures for handling food products.
5. To apply basic principles for modification of recipes for health, economic or cultural factors.
6. To identify culinary terms and techniques.

You will meet the outcomes listed above through a combination of the following activities in this course:

- Complete assigned readings from the textbook and other sources shared within Canvas.
- Take practice quizzes to test your understanding.
- Follow instructions to complete the lab assignments in your own kitchen.
- Participate in online discussions by sharing your own experiences as well as responding and providing feedback to others.

2017 ACEND Accreditation Standards for Nutrition and Dietetics Didactic Programs (DPD)

KRDN 1.3 Apply critical thinking skills.

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

Competencies for Sustainable Food and Nutrition (SFN)

• **Agricultural Production and Food Systems**

Explain the effects of various food processing, packaging, distribution, and marketing practices on food availability, food choices, and nutritional value as well as the amount and types of additives, contaminants, and pathogens in foods.

• **Food Science**

Describe the functions of food ingredients and food processing techniques and their effects on the nutrient content of foods.

Describe the basic types of culinary practices, including the scientific basis for how flavor, texture, and appearance of foods are created or maintained during food preparation.

Describe the potential sources of food contamination and the best practices associated with the safe handling of food.

Explain how to plan, select, prepare, and manage foods to enhance the well-being of individuals, families, communities, and the food system.

- **Written, Oral and Social Media Communication**

Communicate effectively in written, visual, and oral form, with individuals, the media, and other groups, in ways that are appropriate for diverse audiences.

Completing Assignments: All assignments for this course will be submitted electronically through Canvas unless otherwise instructed. You may work ahead but you should not fall behind. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the assignment due date except under extreme circumstances.

All discussion posts must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade. Original posts must be made by 11:59 p.m. Friday of that week. After one original late post, ½ point will be deducted thereafter for each day it is late.

Stay connected with the course by turning on email/text notifications. Go to the Account tab at the far left, hit settings to enter your email and cell phone in "ways to contact" (top right corner) and then hit notifications to tell Canvas to alert you of due dates, announcements, grades posted, etc. Then, click Notifications on the far left, choose which course details you want to get reminders about and when you get the alerts.

Course Activities

Description	Points
8 Practice Quizzes – Multiple attempts until Friday	40
2 Graded Activities (1 – 5 points, 1- 10 points)	15
12 Lab Assignments (10 points each, option to drop the lowest score)	110-120
15 Discussion Posts (5 points each, option to drop the lowest score)	70-75
15 Module Quizzes (15 points each, option to drop the lowest score)	210-225
Total Points Possible	445-475

Course Structure: This course uses Canvas, the New Learning Management System (LMS) being adapted across the UW System. Canvas can be accessed via a launch portal at www.uwsp.edu/canvas using your campus login and password. Help in Canvas is available at the bottom of the launch portal, and through the "Help" menu within Canvas. A student orientation / training course is available for self-registration at <https://uws.instructure.com/enroll/FNRAL8>.

Course Technology Requirements:

- Minimum recommended computer and internet configurations for online courses can be found [here](#).
- You will also need access to the following tools to participate in this course.
 - webcam

- microphone
- printer
- a stable internet connection (do not rely on cellular)

Late Work Policy: Be sure to pay close attention to deadlines—there will be no make-up assignments or quizzes, or late work accepted without a serious and compelling reason and written instructor approval prior to the due date.

Letter Grade Assignment: Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	60-66.99%
F	0-59.99%

Netiquette Guidelines: Please refer to the Online Discussion Guidelines posted in the Begin Here section of the course.

Participation: Students are expected to participate in all online activities as listed on the course calendar.

Practice Quizzes: There is a practice quiz added to most units to help you learn the material. Each quiz contains 5 multiple choice or fill in the blank questions. The deadline for taking a quiz is Friday by 11:59 p.m. for that week's content. You have unlimited attempts to take each quiz before the deadline and the highest score will be kept for your final grade.

Student Expectations: In this course you will be expected to complete the following types of tasks.

- communicate via email
- download and upload documents to the learning management system (LMS)
- read the textbook
- read documents online
- view online videos
- complete lab experiments in your kitchen (unless if you chose in-person labs)

- take photos of your ingredients and finished products using your cell phone
- upload short videos taken from your cell phone to the LMS
- participate in online discussions
- complete quizzes/tests online
- submit assignments online
- participate in synchronous meetings with the instructor using Zoom, as needed
- feel free to post questions that are not of a personal nature, or reply to a peer's question(s) in our Muddiest Forum (under the Begin Here Module)

Technical Assistance:

If you need technical assistance at any time during the course or to report a problem with Canvas you can:

- Visit with a Student Technology Tutor: <https://www.uwsp.edu/tlc/Pages/techTutoring.aspx>
- Seek assistance from the [IT Service Desk](#)
 - IT Service Desk Phone: 715-346-4357 (HELP)
 - IT Service Desk Email: techhelp@uwsp.edu
<https://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx>

Topic Outline/Schedule

Important Note: Refer to the Canvas course calendar for specific due dates. Activity and assignment requirements will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

Module	Topic	Readings and Activities	Due Date	Points for Graded Activities
Begin Here		Discussion Post Introduction: All About You	Jan 27	
1	Introduction	Chapter 5 Appendix A and D BH&G Cookbook, pp. 7-14 (Scanned document) Wisconsin Food Code Fact Sheets (4) Basic Technique: Mise en Place - link Video: More Essential Tools Quizlet – Matching Game for Equipment Quizlet – Dry & Moist Heat Cooking Methods Discussion Post 1 – Tools of the Trade Discussion Reply Module 1 Weekly Quiz	Jan 29 Jan 29 Jan 31 Jan 31	5 (3 - post) (2 - reply) 15
2	Sensory Evaluation, Measuring, Food Safety, and Recipe Conversions	Chapters 1, 2, 4, 5, and 29 (pages specified within module) Terms Used in Judging Food Products FAT TOM Videos on Food Safety (2)	Feb 5	

		<p>Video on Kitchen Math – Measuring Recipe Conversions Self-Guided PowerPoint</p> <p>Activity 1 – A Food Tasting Activity 2 – Culinary Terms</p> <p>Discussion Post 2 – My Five Senses Discussion Reply</p> <p>Activity 3 – Recipe Conversions Assignment</p> <p>Module 2 Weekly Quiz</p>	<p>Feb 5</p> <p>Feb 5 Feb 7</p> <p>Feb 7</p> <p>Feb 7</p>	<p>5</p> <p>5 (3 – post) (2 – reply)</p> <p>10</p> <p>15</p>
3	Fruit	<p>Chapter 14 Video – Pear flower to young fruit Phytochemicals link Fruit Self-Guided PowerPoint Video – Homemade Strawberry Jam Video – How to shop for fruit Video – 7 Tips for Cleaning Fruits, Vegetables</p> <p>Lab Assignment 1 – Apples</p> <p>Discussion Post 3 – My Apple Selections Discussion Reply</p> <p>Module 3 Weekly Quiz</p>	<p>Feb 12</p> <p>Feb 14</p> <p>Feb 12 Feb 14</p> <p>Feb 14</p>	<p>10</p> <p>5 (3 – post) (2 – reply)</p> <p>15</p>
4	Vegetables and Knife Skills	<p>Chapters 5 and 13 (pages specified within module) Knife Skills document Choose MyPlate link 2015 Dietary Guidelines link Video – Vegetables in Glorious Variety Video – Grains and Beans</p> <p>Vegetables Practice Quiz Lab Assignment 2 – Vegetables Cookery</p> <p>Discussion Post 4 – Veggie Tales Discussion Reply</p> <p>Module 4 Weekly Quiz</p>	<p>Feb 19</p> <p>Feb 19 Feb 21</p> <p>Feb 19 Feb 21</p> <p>Feb 21</p>	<p>5 10</p> <p>5 (3 – post) (2 – reply)</p> <p>15</p>
5	Starch and Pasta	<p>Chapters 3, 16, and 18 (pages specified within module) Starch, Pasta, and Cereal Grains Self-Guided PowerPoint Video – A Tasting of Culinary Science - Starch Video – Grains and Legumes</p> <p>Starch Practice Quiz</p>	<p>Feb 26</p> <p>Feb 26</p>	<p>5</p>

		Lab Assignment 3 – Pasta	Feb 28	10
		Discussion Post 5 – All about Mac N Cheese Discussion Reply	Feb 26 Feb 28	5 (3 – post) (2 – reply)
		Module 5 Weekly Quiz	Feb 28	15
6	Salads and Dressings	Chapters 15 and 22 (pages specified within module) MyPlate website Video – Nature and use of emulsifiers in food Video – Jamie Oliver’s Principles for Superb Salads Video – How to make homemade mayonnaise	Mar 5	
		Discussion Post 6 – Eating Greens Discussion Reply	Mar 5 Mar 7	5 (3 – post) (2 – reply)
		Module 6 Weekly Quiz	Mar 7	15
7	Eggs and Egg Substitutes	Chapter 12 Egg Structure Diagram Eggs & Egg Cookery Self-Guided PowerPoint Video – Eggs from the Classic to the Contemporary Video – Whipping egg whites to perfect peaks Video – How to whip and fold egg whites	Mar 12	
		Eggs Practice Quiz	Mar 12	5
		Lab Assignment 4 – Omelet Made to Order	Mar 14	10
		Discussion Post 7 – Eggcellent Cookery Discussion Reply	Mar 12 Mar 14	5 (3 – post) (2 – reply)
		Module 7 Weekly Quiz	Mar 14	15
8	Poultry and Seafood	Chapters 8 and 9 Video – How to Bake Chicken Breast Fish & Shellfish Self-Guided PowerPoint Wisconsin Food Code Fact Sheets (2)	Mar 19	
		Poultry and Seafood Practice Quiz	Mar 19	5
		Lab Assignment 5 – Chicken Cutlet	Mar 21	10
		Discussion Post 8 – Winner, Winner Chicken Dinner Discussion Reply	Mar 19 Mar 21	5 (3 – post) (2 – reply)
		Module 8 Weekly Quiz	Mar 21	15
Spring Break March 22-26				

9	Stocks, Soups, and Sauces	<p>Chapters 15 and 18 (pages specified within module) Video – Sauces, From Beurre Blanc to Bechamel Video – Stocks and Broths, The Foundation</p> <p>Lab Assignment 6 – Cheese Sauce</p> <p>Discussion Post 9 – It’s So Cheesy Discussion Reply</p> <p>Module 9 Weekly Quiz</p>	<p>Apr 2</p> <p>Apr 4</p> <p>Apr 2 Apr 4</p> <p>Apr 4</p>	<p>10</p> <p>5 (3 – post) (2 – reply)</p> <p>15</p>
10	Meat	<p>Chapter 7 Meat Self-Guided PowerPoint Wisconsin Food Code Fact Sheets (2) Video – Pat LaFrieda Demonstrates How Meat is Graded and What to Look for When Choosing USDA Meat Video – Steak Tenderizing Experiment</p> <p>Meat Practice Quiz Lab Assignment 7 – Beef Stir-Fry</p> <p>Discussion Post 10 – Wokie Talkie Discussion Reply</p> <p>Module 10 Weekly Quiz</p>	<p>Apr 9</p> <p>Apr 9 Apr 11</p> <p>Apr 9 Apr 11</p> <p>Apr 11</p>	<p>5 10</p> <p>5 (3 – post) (2 – reply)</p> <p>15</p>
11	Milk and Cheese	<p>Chapters 10 and 11 (pages specified within module) Video – The Cheese Queen</p> <p>Milk Practice Quiz Lab Assignment 8 – Cheese Sampling and Evaluation</p> <p>Discussion Post 11 – Just Say Cheese Discussion Reply</p> <p>Module 11 Weekly Quiz</p>	<p>Apr 16</p> <p>Apr 16 Apr 18</p> <p>Apr 16 Apr 18</p> <p>Apr 18</p>	<p>5 10</p> <p>5 (3 – post) (2 – reply)</p> <p>15</p>
12	Yeast Breads	<p>Chapters 17 and 20 (pages specified within module) Video - Sponge Yeast Pre-ferment Video – Yeast Breads, Just the Facts. Breadworld reference</p> <p>Yeast Breads Practice Quiz Lab Assignment 9 – Classic Dinner Rolls</p> <p>Discussion Post 12 – Keeping the Yeast Alive</p>	<p>Apr 23</p> <p>Apr 23 Apr 25</p> <p>Apr 23</p>	<p>5 10</p> <p>5 (3 – post)</p>

		Discussion Reply	Apr 25	(2 – reply)
		Module 12 Weekly Quiz	Apr 25	15
13	Cakes	Chapter 23 Video – Mixing it Up – Methods for Cakes Video – How to Make Angel Food Cake	Apr 30	
		Lab Assignment 10 – Angel Food Cake	May 2	10
		Discussion Post 13 – Have Your Cake and Eat it Too Discussion Reply	Apr 30 May 2	5 (3 – post) (2 – reply)
		Module 13 Weekly Quiz	May 2	15
14	Quick Breads	Chapters 17 and 19 Tips for Making Muffins and Quick Breads – link How to Make Muffins – link	May 7	
		Quick Breads Practice Quiz	May 7	5
		Lab Assignment 11 – Make-it-Mine Muffins	May 9	10
		Discussion Post 14 – So Many Muffins, So Little Time Discussion Reply	May 7 May 9	5 (3 – post) (2 – reply)
		Module 14 Weekly Quiz	May 9	15
15	Pastry and Beverages	Chapters 24 and 27 Video – Blue Ribbon Winners – Pies and Biscuits	May 14	
		Lab Assignment 12 – Fruit Pie	May 16	10
		Discussion Post 15 – Mile High Fruit Pie Discussion Reply	May 14 May 16	5 (3 – post) (2 – reply)
		Module 15 Weekly Quiz	May 16	15
There is no final exam for this course				

Viewing Grades in Canvas: Points you receive for graded activities will be posted to the Canvas Grade Book. Click on the Grades link to view your points.

I will update the online grades each time a grading session has been complete—typically within 72 hours following the completion of an activity. You will see a visual indication of new grades posted on your Canvas home page under the link to this course.

Weekly Quizzes: Each module has a weekly quiz to assess your learning and comprehension. The format of these quizzes are multiple choice or true/false questions. You can take the module quiz at any time during that week between Friday to Sunday from 8 a.m. to 11:59 p.m. Each quiz is timed once you begin the quiz, you have 15 minutes to complete it. If you would like to use your mobile phone, you can download the free Canvas Student app for iPhone or Android from the App Store. This would allow you to take the quiz even if you are not by a computer. **Please note that Canvas tracks visits to other pages**

while you are taking the quiz so be sure to remain on that page until you are done. If you are timed out or encounter technical difficulties because of viewing other pages (this is recorded and visible to the instructor), you will not be given another chance to take the quiz.

Correct answers for the previous week's quiz will be available on the following Tuesday from 4:00 – 11:59 p.m.

Campus Policies

Accommodations Needed: If you have a documented disability and verification from the [Disability and Assistive Technology Center](#) and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu
mailto:datctr@uwsp.edu

Statement of Policy: 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 in 609 ALB, or (715) 346-3365.

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](#).

Clery Act: The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1st in our [Annual Security Report](#). Another requirement of the Clery Act is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

Commit to Integrity: As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and integrity in your behavior in and out of the classroom.

COVID 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.

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.

FERPA: The Family Educational Rights and Privacy Act (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear educational need to know may also have access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll.

Incomplete Policy: Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student has maintained regular contact with the course instructor about his/her situation. All incomplete course assignments must be completed by the last day of classes of the following semester.

Important Dates: It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to complete assigned tasks, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Religious Beliefs: Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.

Reporting Incidents of Bias/Hate: It is my intent that students from all 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 to this class be viewed as a resource, strength and benefit. 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: <https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx>.

You may also contact the Office of the Dean of Students directly at dos@uwsp.edu. Diversity and College Access is available for resources and support of all students:

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

Resources on Campus: Please know that there are resources available to you on campus. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. Office Hours: Monday-Friday: 8:00am to 4:30pm. Telephone: (715) 346-3553. Email: counsel@uwsp.edu.

Health Services offers nutrition counseling appointments with the campus dietitian. These visits are covered by the health fee at no additional cost to the student. Appointments can be made directly by calling 715-346-4646 or a Student Health Service clinician can help coordinate a referral.

Students Recording and Sharing Class Lecture: Lecture materials and recordings for FN 206 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.

UWSP Academic Honesty Policy & Procedures

Student Academic Disciplinary Procedures

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. 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 who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

- (1) Academic misconduct is an act in which a student:
 - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
 - (b) Uses unauthorized materials or fabricated data in any academic exercise;

- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.