 

COURSE SYLLABUS

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| BUS 480 |
| Management Capstone |
| Spring 2022 |

Course Prefix & Number

Course Name

Term

# Course Information

## Instructor Information

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| **Instructor:**  | Jim Servi |
| **Office:** | 104C Wausau & CPS 413 Stevens Point |
| **Physical Available Hours:** | 3:00 – 4:00 Thursdays (generally in the classroom early for this) |
| **Virtual Available Hours:** | 9:00 – 11:00 Mondays or any time that is flexible for you |
| **Office Telephone:** | (715) 680-0149 |
| **E-mail:** | jservi@uwsp.edu |
| **Expected Instructor Response Time:** | No more than 2 Business Days(I’m available via email/Canvas messages, phone, text, or we can set up a Zoom meeting. Basically, whatever works best for you and I will get back in touch with you as soon as possible.) |

## Course Information

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| **Course Description:**  | Advanced course in business administration using the case method to develop integrative problem-solving approaches to complex management problems. Analysis, formulation and execution of business strategies.Two short quotes from President Eisenhower, referring to his experience with military planning, give great insight:“In preparing for battle I have always found that plans are useless, but planning is indispensable.”“Plans are nothing; planning is everything.”Further, as the management scholar Peter Drucker wrote:“Plans are only good intentions unless they immediately degenerate into hard work.”Strategic planning---the focus of this class---is sometimes criticized because things never go exactly as planned. That’s oversimplifying; this doesn’t mean that we shouldn’t spend time on planning. Instead, we need to plan as best we can at present, and be prepared to make adjustments as conditions change.While you refine your strategic planning skills, you will also be building other important skills for your future professional career. You will be practicing your business writing, presentation, teamwork and creativity skills. In both class discussions and your written work, I will expect careful reasoning and analysis. We will also focus on steps you can take now to boost your professional development, such as improving your resume, learning about LinkedIn and planning for a good start in your first professional position. |
| **Credits:** | 3.0 |
| **Prerequisites:** | All other undergraduate requirements |

## Textbook & Course Materials

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| **Required Text(s):**  | Strategic Management: Text and Cases, Gregory Dess, Gerry McNamara, Alan Eisner, & Seung-Hyun Lee, McGraw Hill, 10th Edition, ISBN: 1260075087 & 9781260075083  |
| **Recommended Text(s):** | None |
| **Other Readings:** | Assigned in Class |
| **Other Required Materials / Applications:** | Computer and reliable Internet access |

## Course Technology

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| **Course Website:**  | UWSP Canvas |
| **Other Websites:** | None |
| **Course Delivery:** | In-Person |
| **Delivery Mode Changes:** | Changes to course delivery may occur at any time during the term to address public health and safety concerns. |
| **Canvas Support:** | Click on the HELP button (  ) in the global (left) navigation menu and note the options that appear:* Ask Your Instructor a Question*Submit a question to your instructor*
	+ Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.
* Chat with Canvas Support (Student)*Live Chat with Canvas Support 24x7!*
	+ Chatting with Canvas Support (Student) will initiate a *text chat* with Canvas support. Response can be qualified with severity level.
* Contact Canvas Support via email*Canvas support will email a response*
	+ Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your difficulty.
* Contact Canvas Support via phone*Find the phone number for your institution*
	+ Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.
* Search the Canvas Guides*Find answers to common questions*
	+ Searching the [Canvas guides](https://community.canvaslms.com/docs/DOC-10701) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](https://community.canvaslms.com/docs/DOC-3891).
* Submit a Feature Idea*Have an idea to improve Canvas?*
	+ If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this Submit a Feature Idea avenue.

Self-train on Canvas through the Self-enrolling/paced Canvas training course: <https://uws.instructure.com/courses/45767> |
| **UWSP Technology Support:** | The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit: [https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx](https://www3.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx)For technology instruction sheets, online support videos, and other related resources, go to: [https://www.uwsp.edu/online/Pages/Student-Support.aspx](https://www3.uwsp.edu/online/Pages/Student-Support.aspx)The university also provides a Technology Tutoring service in which tutors meet with students one-on-one to provide technology assistance. To receive help of this nature visit**:** [https://www.uwsp.edu/tlc/Pages/techTutoring.aspx](https://www3.uwsp.edu/tlc/Pages/techTutoring.aspx)Additional tools designed to help students taking online or hybrid courses can be found at: [https://www.uwsp.edu/online/Pages/Online%20Student%20Orientation.aspx](https://www3.uwsp.edu/online/Pages/Online%20Student%20Orientation.aspx) |

# Learning Outcomes

## Course Goals

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| This class is intended to prepare you for leadership roles and greater responsibility in the business world. The goal is to gain a deeper understanding of strategy and challenge you to think outside of the box when it comes to analyzing internal and external factors related to strategy. You will do this by analyzing your personal experience, learning from your classmates, and understanding the theories and principles driving strategy and emerge with a strategic review and analysis of a company. You will present that strategic review to a group of local business leaders to get their insights and gain approval of your plan. |

## Course Learning Objectives

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| • Conduct an internal assessment of an organization’s capabilities, strengths, and weaknesses• Conduct an external assessment of an organization’s competition and competitive environment• Create a strategic assessment of an organization• Work effectively as a group to navigate project requirements• Present your findings in a succinct manner through executive summaries, strategic pitches, and presentations• Complete professional development preparing you for the next step in your career |

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

# Course Policies

## Attendance

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| Attendance is required and represents a portion of your final grade. More importantly, you will be coorindating with your groups during class time and that time is vital. If you are unable to attend class, please coordinate with me in advance.  |

## Late Work

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| Late work will be assessed a deduction of 10% per day, up to 50%, unless pre-approved for a valid reason. |

## Etiquette/Netiquette

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| 3.3.1 General Policy GuidelinesEtiquette/Netiquette is a set of rules for behaving properly during on-campus/online components of a UWSP course. As the instructor, it is my goal to provide a safe and nurturing learning environment for all students. Therefore, breaches of Etiquette/Netiquette are defined as any behaviors that are disruptive to the learning environment. The following examples provide a foundational description of Etiquette/Netiquette and breaches thereof:• Displaying respect for others is required at all times. It is not required that you share the perspectives of your classmates, but rather that you do not discredit their right to have their own opinion. Expressing alternate viewpoints is important, but this should be done in a collegial manner.• Side discussions (on-campus or online), listening to head phones, sleeping in class, and abusive language is considered disruptive behavior.• No shouting, no profane language, no verbal or physical threats, no intimidation of any kind.• Not arriving to class under the influence of any alcohol or drugs.• Please come to class on time. Students should inform the instructor via email prior to class if he or she must arrive late or leave early.• Cell phones, tablets, laptops, or any other electronic devices, while permitted in class, must be used in a way that is not disruptive to the class. Electronic devices are to be used only for note taking and to participate in class. Texting, checking social media, email, etc. is not permitted. If you are using technology inappropriately, you will be asked to put your device away for the remainder of the class session. If you or those around you appear severely distracted by an electronic device at any time, the instructor may ask you to show the content of your screen or to leave the classroom.3.3.2 Penalties for MisconductThe instructor reserves the right to ask students to leave the class or to issue grade penalties for misconduct. Grade penalties are not given lightly and not without clear and justifiable cause. Grade penalties will only be applied in cases where the student has, without question, diminished the learning environment for others. Students will always be notified via email, without delay, if they incur a grade penalty of any kind. Any continued disruptive behavior may result in a referral to the Dean of Students office. |

# Grading

## Grading Scheme

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| **Letter Grade** | **Percentage Range ( x = your score )** |
| A | 93.0% | ≤ | x | ≤ | 100.0% (or other max) |
| A- | 90.0% | ≤ | x | ≤ | 92.9% |
| B+ | 87.0% | ≤ | x | ≤ | 89.9% |
| B | 83.0% | ≤ | x | ≤ | 86.9% |
| B- | 80.0% | ≤ | x | ≤ | 82.9% |
| C+ | 77.0% | ≤ | x | ≤ | 79.9% |
| C | 73.0% | ≤ | x | ≤ | 76.9% |
| C- | 70.0% | ≤ | x | ≤ | 72.9% |
| D+ | 67.0% | ≤ | x | ≤ | 69.9% |
| D | 60.0% | ≤ | x | ≤ | 66.9% |
| F | 0.0% | ≤ | x | ≤ | 59.9% |

## Grading Notes (if provided)

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| **Assessments**Group Project – 400 points (40%) Part – 1, 2, & 3 - 75 points for each Presentation - 75 points Strategic Review Pitch – 30 points Strategic Review/Group Project Check-ins – 30 points Team Effectiveness Forms – 40 pointsProfessional Development Series – 100 points (10%)Mid-Term Exam – 100 points (10%)Final Exam – 50 points (5%)Pro-Event Attendance – 60 points (6%)Attendance/Participation – 60 points (6%)SBE Exam – 50 points (5%)Assignments – 180 points (18%)Memo Assignment – 30 pointsMoney Smarts – 30 pointsRead, Review, & Report: Rumelt – 30 pointsTIME to GROW Exercise – 30 pointsSBE Pre-Graduation Tasks – 30 pointsMiscellaneous (check-ins, thank-you notes, etc.) – 30 points |

## Points Available (Above)

# Coursework Descriptions & Commentary

## Exams

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| There will be a mid-term exam (worth 100 points) and final exam (worth 50 points). Please see the course schedule below for due dates. |

## Quizzes

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| There are no quizzes for this course. |

## Assignments/Course Schedule

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| **Week of January 24, 2022 – January 30, 2022*****Thursday, January 27, 2022 – Class 4:00pm – 6:30pm on Zoom*** Instructor Introduction/Teaching PhilosophyReview Course Schedule and Class SyllabusBreak into Group for Group ProjectsDiscuss Group ProjectsBegin Team Registration Form (Due February 1, 2022 by 11:59pm)Begin Memo Assignment (Due February 1, 2022 by 11:59pm)**Week of** **January 31, 2022 – February 6, 2022****Thursday, February 3, 2022 – Class 4:00pm – 6:30pm**Submit Team Registration Form (Due February 1, 2022 by 11:59pm)Submit Memo Assignment (Due February 1, 2022 by 11:59pm)Select Two Pro-Events to attend this semester and put them on your calendarContinue working on Group Project Part 1 (Due March 1, 2022 by 11:59pm)Continue working on Professional Development Series (PD #1 due February 8, 2022 by 11:59pm)**Week of February 7, 2022 – February 13, 2022****Thursday, February 10, 2022 – Class 4:00pm – 6:30pm**Continue working on Group Project Part 1 (Due March 1, 2022 by 11:59pm)Continue working on Professional Development Series (PD #2 due February 15, 2022 by 11:59pm)Submit Professional Development #1 (Due: February 8, 2022 by 11:59pm)**Week of February 14, 2022 – February 20, 2022*****Thursday, February 17, 2022 – Class 4:00pm – 6:30pm on Zoom*** Continue working on Group Project Part 1 (Due March 1, 2022 by 11:59pm)Continue working on Professional Development Series (PD #3 due February 22, 2022 by 11:59pm)Submit Professional Development #2 (Due: February 15, 2022 by 11:59pm)**Week of February 21, 2022 – February 27, 2022*****Thursday, February 24, 2022 – Class 4:00pm – 6:30pm on Zoom***Continue working on Group Project Part 1 (Due March 1, 2022 by 11:59pm)Submit Professional Development #3 (Due: February 22, 2022 by 11:59pm)**Week of February 28, 2022 – March 6, 2022****Thursday, March 3, 2022 – Class 4:00pm – 6:30pm**Submit Group Project Part 1 (Due March 1, 2022 by 11:59pm) Submit Team Effectiveness Feedback #1 (Due March 1, 2022 by 11:59pm) Submit Money Smarts Assignment (Due: March 1, 2022 by 11:59pm)**Week of March 7, 2022 – March 13, 2022****Thursday, March 10, 2022 – Class 4:00pm – 6:30pm**Continue working on Group Project Part 2 (Due March 29, 2022 by 11:59pm)Submit Strategic Review: R&C Check-in (Due: March 8, 2022 by 11:59pm)Submit Read, Review, & Report: Rumelt (Due: March 8, 2022 by 11:59pm)**Week of March 14, 2022 – March 20, 2022****No Class for Mid-Terms/Catch-up**Submit TIME to GROW scenario (Due: March 15, 2022 by 11:59pm)Mid-Semester Cut-off for first Pro-event (Due: March 18, 2022)Continue working on Group Project Part 2 (Due March 29, 2022 by 11:59pm)Mid-Term Exam Opens (Due: March 22, 2022 by 11:59pm)**Week of March 21, 2022 – March 27, 2022****No Class for Spring Break**Continue working on Group Project Part 2 (Due March 29, 2022 by 11:59pm)Submit Mid-Term Exam (Due: March 22, 2022 by 11:59pm)**Week of March 28, 2022 – April 3, 2022****Thursday, March 31, 2022 – Class 4:00pm – 6:30pm**Submit Group Project Part 2 (Due: March 29, 2022 by 11:59pm)Submit Team Effectiveness Feedback #2 (Due: March 29, 2022 by 11:59pm)Continue working on Group Project Part 3 (Due: April 19, 2022 by 11:59pm)**Week of April 4, 2022 – April 10, 2022****Thursday, April 7, 2022 – Class 4:00pm – 6:30pm**Submit Strategic Review: Diagnosis & Strategies Check-in (Due: April 5, 2022 by 11:59pm)Submit Professional Development #4 (Due: April 5, 2022 by 11:59pm)Continue working on Group Project Part 3 (Due: April 19, 2022 by 11:59pm)**Week of April 11, 2022 – April 17, 2022****Thursday, April 14, 2022 – Class 4:00pm – 6:30pm**Submit Professional Development #5 (Due: April 12, 2022 by 11:59pm)Complete SBE Knowledge Exam (Due: April 12, 2022 by 11:59pm)**Week of April 18, 2022 – April 24, 2022****Thursday, April 21, 2022 – Class 4:00pm – 6:30pm**Submit Group Project Part 3 (Due: April 19, 2022 by 11:59pm)Submit Team Effectiveness Feedback #3 (Due: April 19, 2022 by 11:59pm)**Week of April 25, 2022 – May 1, 2022****Thursday, April 28, 2022 – Class 4:00pm – 6:30pm**Project Presentation Rehearsals**Week of May 2, 2022 – May 8, 2022****Thursday, May 5, 2022 – Class 4:00pm – 6:30pm**Project Presentations – More information to follow**Week of May 9, 2022 – May 15, 2022**Project Presentations – More information to followEnd of Semester Pro-events Deadline (Due May 13, 2022)Complete SBE Pre-Graduation Tasks (Due: May 10, 2022 by 11:59pm)**Week of May 16, 2022 – May 22, 2023**Complete Final Exam (Due: May 20, 2022 by 11:59pm)  |

## Smiley Professional Events (or Pro Events)

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| Several UWSP departments and programs, including the School of Business & Economics, sponsor **Smiley Professional Events** (or **Pro Events**).Pro Events connect you to:* *Campus* (e.g., academic coaching, student clubs);
* *Community* (e.g., Rotary, Business Council): and
* *Careers* (e.g., internships, networking).

As an SBE student, you will be able to choose from a wide variety of speakers, workshops and special events. With over 300 events per year on the Pro Events calendar, you will have significant flexibility in selecting your events. Whatever you choose, Pro Events will help you to make the most out of your time as a student and to prepare for transitioning into a successful career.Visit the Pro Events web site (**proevents.uwsp.edu**) for announcements of upcoming events. You can also follow us on social media. Facebook: [UWSP School of Business & Economics](https://www.facebook.com/uwspsbe?fref=ts)Twitter: [@UWSPBusiness](https://twitter.com/uwspbusiness)For this course, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off of Mar. 18; a second event must be before the end-of-semester cut-off (May 13). If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. Attendance at each event will count for 60 points towards your final grade.As we continue Pro Events during COVID, there will be a variety of ways to earn your credits:* Attend virtual (Zoom) events in real time; receive attendance credit directly by signing in with your Point card.
* Watch recordings of past events; receive attendance credit after you submit report via Anderson Center Canvas page.
* Attend occasional live events on campus; receive attendance credit directly.
* Attend off-campus live events; take Events Attendance form and obtain signature.

Attendance at Pro Events will be confirmed with automatic emails to you and updated on the Pro Events web site. Please allow a week for confirmation of attendance at events held outside the SBE, such as Career Services events. If you have a question about Pro Events attendance, please email proevents@uwsp.edu .If you have multiple courses or affiliations with Pro Events requirements, it is your responsibility to make sure you have attended enough events for each course/affiliation. If you have not attended enough events to cover all of your requirements, your attendance will be allocated to your courses in alpha-numeric order followed by any other affiliations.After the mid-semester cut-off and the end of this semester’s events, I will receive reports confirming your attendance. You do not need to do anything else.Hint: if you are having trouble finding events that fit your schedule, check out the “Create Your Own Event” option ([https://www.uwsp.edu/busecon/Pages/Events/create.aspx](https://www3.uwsp.edu/busecon/Pages/Events/create.aspx) ). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. During “Kickstart Your Career,” there’s the special “Lunch with a Leader” program that allows you to set up a lunch with a local business expert to learn more about their industry, company and profession. Normally, the Anderson Center pays the cost of lunch for SBE students and their guests; during this COVID era, the lunches will be “virtual” (Zoom). |

# Schedule

## Dates and Deadlines

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| The instructor will provide a tentative course schedule in a supplementary file. All provided course schedules are organized by week number in accordance with the official UWSP Academic calendar. A direct link to the UWSP Academic calendar can be found here: [https://www.uwsp.edu/acadaff/Pages/AcademicCalendar.aspx](https://www3.uwsp.edu/acadaff/Pages/AcademicCalendar.aspx) |

# Other Administrative Details

## 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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| This section offers help resources relating to academic tutoring, healthcare, counseling, and other matter of student wellbeing. For help recourse related to technology use, please see section 1.4 above.The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715‑346‑3568 or visit: [https://www.uwsp.edu/tlc/Pages/default.aspx](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 for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email. |

## COVID-19

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| ***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](https://www3.uwsp.edu/datc/Pages/default.aspx) 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](https://www3.uwsp.edu/C19DailyScreening). 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.
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