COURSE SYLLABUS

Course Prefix & Number	BUS 322
Course Name	Business Leadership for Managers
Term	Spring 2021

1. COURSE INFORMATION

1.1. *Instructor Information*

Instructor:	Jim Servi
Office:	104C Wausau, 449 Marshfield, & CPS 413 Stevens Point
Physical Office Hours:	5:00 – 6:00 Tuesdays immediately before class
Virtual Office Hours:	9:00 – 11:00 Mondays or anytime it's flexible for you
Office Telephone:	(715) 680-0149
E-mail:	jservi@uwsp.edu
Expected Instructor Response Time:	2 Business Days

1.2. *Course Information*

Course Description:	Explore the various theories of leadership within the context of management. The role of the leader's impact on attainment of organizational goals at various levels is studied. Situational theories are examined. Personal analysis of preferred style is included, as well as skill building techniques needed for development of leadership.
Credits:	3.0
Prerequisites:	None

1.3. *Textbook & Course Materials*

Required Text:	The Leadership Experience by Richard Daft, 7th Edition, Cengage, ISBN: 978-1337102278
Recommended Texts:	None
Other Readings:	Assigned in Class
Other Required Materials / Applications:	Computer and reliable Internet access

1.4. *Course Technology*

Course Website:	UWSP Canvas
Other Websites:	None

Course Delivery:	Hybrid: In-Person/Canvas

Delivery Mode Changes:	Changes to course delivery may occur at any time during the term to address public health and safety concerns.
Canvas Support:	Click on the HELP button (Help) in the global (left) navigation menu and note the options that appear:

- Ask Your Instructor a Question
  Submit a question to your instructor
  - o 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!
  - o 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
  - o 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
  - o 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
  - o Searching the Canvas guides connects you to documents that are searchable by issue. You may also opt for Canvas video guides.
- Submit a Feature Idea
  Have an idea to improve Canvas?
  - o If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this Submit a Feature Idea avenue.

Self-train on Canvas through the Self-enrolling/paced Canvas training course: https://uws.instructure.com/courses/45767

UWSP Technology Support:	The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit: https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx

For technology instruction sheets, online support videos, and other related resources, go to:
https://www.uwsp.edu/online/Pages/Student-Support.aspx

The university also provides a Technology Tutoring service in which tutors meet with students one-on-one to provide technology assistance. To receive help of this nature visit:
https://www.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

2. LEARNING OUTCOMES

2.1. *Course Goals*

This class is intended to prepare you for leadership roles and greater responsibility in the business world, but the concepts can be applied to any organizational setting (government, non-profit, military, etc.). The goal is to gain a deeper understanding of leadership theories and how they apply to different organizational settings from small groups to large corporation. You will be putting these theories into action during our classroom time and this class will challenge you to think outside of the box when it comes to managing and leading people. You will do this by analyzing your personal experience, learning from your classmates, interviewing, and observing leaders, and understanding the theories and principles behind leadership and management. You will emerge from class with your own personal leadership philosophy and leadership development plan.

2.2. *Course Learning Objectives*

- Understand the theories behind leadership and concepts related to leadership
- Analyze leadership from the individual, team, and organizational level
- Examine contingency approaches to leadership
- Explore traits and behaviors of effective leaders
- Reflect on the concepts of leadership based on personal experience and observations
- Build a leadership development plan and leadership philosophy
- Relate followership to effective leadership
- Examine how to build an effective culture and lead change
- Communicate lessons learned and best practices of effective leadership

2.3. *Academic Unit*

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

providing professional development experiences, access to employers, and in-demand skills.

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

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

3. COURSE POLICIES

3.1. *Attendance*

Participation is a graded component of this course. You have two options for attendance during the regularly scheduled times: In-person (rotating between Wausau and Marshfield) or online via Zoom. If you are unable to attend class during that time, please notify me, and you will be required to watch the recorded video and complete an assignment.

3.2. *Late Work*

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

3.3. *Etiquette/Netiquette*

3.3.1 General Policy Guidelines
Etiquette/Netiquette is a set of rules for behaving properly during on-campus/online components of a UWSP course. As the instructor, it is my goal to provide a safe and nurturing learning environment for all students. Therefore, breaches of Etiquette/Netiquette are defined as any behaviors that are disruptive to the learning environment. The following examples provide a foundational description of Etiquette/Netiquette and breaches thereof:
• Displaying respect for others is required at all times. It is not required that you share the perspectives of your classmates, but rather that you do not discredit their right to have their own opinion. Expressing alternate viewpoints is important, but this should be done in a collegial manner.
• Side discussions (on-campus or online), listening to head phones, sleeping in class, and abusive language is considered disruptive behavior.
• No shouting, no profane language, no verbal or physical threats, no intimidation of any kind.
• Not arriving to class under the influence of any alcohol or drugs.

• Please come to class on time. Students should inform the instructor via email prior to class if he or she must arrive late or leave early.

• Cell phones, tablets, laptops, or any other electronic devices, while permitted in class, must be used in a way that is not disruptive to the class. Electronic devices are to be used only for note taking and to participate in class. Texting, checking social media, email, etc. is not permitted. If you are using technology inappropriately, you will be asked to put your device away for the remainder of the class session. If you or those around you appear severely distracted by an electronic device at any time, the instructor may ask you to show the content of your screen or to leave the classroom.

3.3.2 Penalties for Misconduct

The instructor reserves the right to ask students to leave the class or to issue grade penalties for misconduct. Grade penalties are not given lightly and not without clear and justifiable cause. Grade penalties will only be applied in cases where the student has, without question, diminished the learning environment 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.

4. GRADING

4.1. *Grading Scheme*

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%

4.2. *Grading Notes (if provided)*

4.3. *Points Available*

Leadership Interview (15%)

~Interview Guide (5%)

~Summary/Transcript of Interview (5%)
~Interview Analysis/Reflection (5%)
Leaders Self Insights (15%)
On-line Discussion Participation (20%)
Attendance/Participation (10%)
Personal Leadership Philosophy (10%)
Leadership Development Plan (10%)
Leadership Presentation/Training (10%)
Miscellaneous (ie. introductions, checking-in, etc.) (5%)
Pro-Events (5%)

5. COURSEWORK DESCRIPTIONS & COMMENTARY

5.1. *Exams*

There are no exams in this course.

5.2. *Quizzes*

There are no quizzes for this course.

5.3. *Assignments/Course Schedule*

Week of January 25, 2021 – January 31, 2021
January 26, 2021 – In-Person/Zoom Class 6:00pm – 8:30pm (Wausau Campus)
Covers Chapter 1: What Does It Mean to Be a Leader?
      Chapter 2: Traits, Behaviors, and Relationships
      Sample Leadership Presentation
      Sample Pre-resume/Leadership Development Plan
Begin Canvas Question/Answers on Chapters 1-4 (Due February 7, 2021 by 11:59pm)
Submit Canvas Introduction (Due January 31, 2021)

Week of February 1, 2021 – February 7, 2021
February 2, 2021 - In-Person/Zoom Class 6:00pm – 8:30pm (Marshfield Campus)
Covers Chapter 3: Contingency Approaches to Leadership
      Chapter 4: Leaders as an Individual
Student Leadership Presentations
Canvas Question/Answers on Chapters 1-4 (Due February 7, 2021 by 11:59pm)

Week of February 8, 2021 – February 14, 2021
February 9, 2021 – In-Person/Zoom Class 6:00pm – 8:30pm (Wausau Campus)
Covers Chapter 5: Leadership Mind and Emotion
      Chapter 6: Courage and Moral Leadership
Student Leadership Presentations
Submit Leaders Self Insight #1 (Due February 14, 2021 by 11:59pm)

Submit Interview Guide (Due February 14, 2021 by 11:59pm)
Begin Canvas Question/Answers on Chapters 5-8 (Due February 21, 2021 by 11:59pm)

Week of February 15, 2021 – February 21, 2021
February 16, 2021 – In-Person/Zoom Class 6:00pm – 8:30pm (Marshfield Campus)
Covers Chapter 7: Followership
       Chapter 8: Motivation and Empowerment
Student Leadership Presentations
Canvas Question/Answers on Chapters 5-8 (Due February 21, 2021 by 11:59pm)
Complete Just Checking-In Assignment (Due February 21, 2021 by 11:59pm)

Week of February 22, 2021 – February 28, 2021
February 23, 2021 – In-Person/Zoom Class 6:00pm – 8:30pm (Wausau Campus)
Covers Chapter 9: Leadership Communication
       Chapter 10: Leading Teams
Student Leadership Presentations
Submit Leaders Self Insight #2 (Due February 28, 2021 by 11:59pm)
Begin Canvas Question/Answers on Chapters 9-12 (Due March 7, 2021 by 11:59pm)

Week of March 1, 2021 – March 7, 2021
March 2, 2021 – In-Person/Zoom Class 6:00pm – 8:30pm (Marshfield Campus)
Covers Chapter 11: Developing Leadership Diversity
       Chapter 12: Leadership Power and Influence
Student Leadership Presentations
Canvas Question/Answers on Chapters 9-12 (Due March 7, 2021 by 11:59pm)
Submit Interview Summary/Transcript of Interview (March 7, 2021 by 11:59pm)

Week of March 8, 2021 – March 14, 2021
March 9, 2021 – In-Person/Zoom Class 6:00pm – 8:30pm (Wausau Campus)
Covers Chapter 13: Creating Vision and Strategic Direction
       Chapter 14: Shaping Culture and Values
Student Leadership Presentations
Present/Discuss Interviews, Leadership Development Plans, & Personal Leadership Philosophy
Begin Canvas Question/Answers on Chapters 13-15 (Due March 21, 2021 by 11:59pm)
Submit Leaders Self Insight #3 (Due March 14, 2021 by 11:59pm)
Submit Interview Analysis and Reflection (March 14, 2021 by 11:59pm)
Complete Final Thoughts/Evaluation (March 14, 2021 by 11:59pm)

Week of March 15, 2021 – March 21, 2021
March 16, 2021 – In-Person/Zoom Class 6:00pm – 8:30pm (Marshfield Campus)
Covers Chapter 15: Leading Change
Student Leadership Presentations
Present/Discuss Interviews, Leadership Development Plans, & Personal Leadership Philosophy
Canvas Question/Answers on Chapters 13-15 (Due March 21, 2021 by 11:59pm)

Submit Personal Leadership Philosophy (March 21, 2021 by 11:59pm)
Submit Leadership Development Plan (March 21, 2021 by 11:59pm)

Leaders Self Insights (15%)
Over the course of the semester, you will conduct three (3) self-assessments on leadership topics from the book. You can select any "Leaders Self Insights" from the book. These "Leaders Self Insights" can be found throughout the book (example on page 11) and cover a variety of topics. Focus on the topics that you want to learn more about and understand better. After completing the self-assessment you will complete a one page summary covering the following four areas at minimum: 1) summarize your results; 2) were there any insights/questions that you found surprising or made you really think more deeply and why?; 3) provide examples of how this information is important based on your personal experiences or your observation of other leaders; 4) how will you use this information in the future to develop into a more effective leader?

Leadership Interview (15%)
The leadership interview will consist of 3 parts: **Interview Guide (5%); Summary/Transcript of Interview (5%), and Interview Analysis/Reflection (5%)**

Interview Guide: Create a set of questions (minimum of 10) that you would like to ask a leader. Use the book and personal examples that you've observed and encountered over the years. Be flexible in your interview as well and think about follow-up and probing questions you would like to ask to dig deeper into your questions.

Next, select a leader that you would like to interview.

Summary/Transcript of the Interview: Provide a summary (minimum of 1 page single-spaced) or transcript of the interview. Please include who you interviewed and your relationship to that person; where and when the interview took place; and any other information that provides background.

Interview Analysis/Reflection: Here's where you get to think a little deeper about the topic. Discuss (at minimum, 1 page single-spaced, but please add more questions/insights/angles for creativity) what you learned from the interview, any surprise answers, additional information you would like to know, and how you will use this information to be a more effective leader in the future.

On-line Discussion Participation (20%)
For each discussion board you are expected to post and stay involved in the conversation at multiple times (at least three (3) times during the discussion board, one of which can be your initial responses). After providing your initial responses, you can choose to participate in all the threads or just one if you find that interesting. All of our discussion boards will run for two weeks – the first week will be for your initial responses to the questions and the second week will be for responses and classroom interaction. Therefore, you will be required to post on the discussion board each week.

The ideal post will contain the following:

• Contains a minimum of eighty (80) words, plus proper punctuation and grammar
• Contains outstanding information and are made in time for others to read and respond (not on the last night before they are due)
• Delivers information that is full of thought, insight, and analysis
• Makes connections to previous or current content and real-life situations

Attendance/Participation (10%)

Being present and interacting in class is one of the most important things you can do to learn. Be prepared, ask questions, participate in class, and be open and willing to learn new things. There will be two ways to attend class: 1) In-person either in Marshfield or Wausau based on the designated location that week; 2) Online via Zoom during the regularly scheduled time. If you are unable to attend in-person or via Zoom one week, please get it approved by me beforehand and you will then be required to watch the recorded video and submit an executive summary of the class content.

Personal Leadership Philosophy (10%)

This is something that you'll hang above your desk to remind you what kind of leader you want to be like. Something to turn to when you are unsure which path to follow. You've probably all seen the posters with rugged mountains and a quote about perseverance. Something like that but expanded and personalized just for you. It can have quotes, traits you want to emulate, pictures of famous leaders or people close to you, WordArt, or all of the above, and more. Please be creative and make it unique to you.

Leadership Development Plan (10%)

This assignment combines two elements – first is creating a pre-resume (minimum of 1-page) of what you want your career to be like – what positions, for how long, which companies and where, education, etc. Imagine a resume, but a little different because you will project out from now until you retire. Dream big and make it realistic at the same time. Once you have that created, build a leadership development plan (minimum of 1-page) – what leadership skills do you need to develop and what experiences do you need along your journey to be a well-rounded, effective leader. Use your self-assessments, interview, personal observations, ideas from the book, conversations in-class, and on-line to guide your plan.

Leadership Presentation/Training (10%)

Select a blog post, article, book you've read, or concept you're interested in related to leadership and prepare a presentation and training module for the class. You will have approximately 5 minutes to present your information. Presentation should thoroughly cover the topic and involve class participation.

Presentation/presenters should:

- succinctly covers all the key points of your selected material
- be approximately 5-10 slides that are easy to read and follow
- contain images, charts, and diagrams to properly convey the message

- incorporate a hands-on training element that consists of class involvement/participation
- contain a question slide with contact information - asks for questions and professionally answers them
- properly documents all references
- speak clearly and confidently
- make eye contact and relate with the audience

Miscellaneous Assignments (ie. introductions, selecting project, etc.) (5%)
Throughout the semester, I will have small assignments such as the introduction, a video test run, and just checking in on things. These are as close as you can get to free points as long as you get them completed by the deadlines.

Pro Events (5%)
Several UWSP departments and programs, including the School of Business & Economics, sponsor Smiley Professional Events (or Pro Events). You will need to complete two (2) of them in this course. Please see the Pro Event section of the syllabus for more details.

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

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

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

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

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

For this course, you must attend **two** official Pro Events, both of which must be completed by **March 19, 2021.** 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 30 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). You can meet with an expert from Career Advising, Financial Coaching or Academic Coaching. During "Kickstart Your Career," there's the special "Lunch with a Leader" program that allows you to set up a lunch with a local business expert to learn more about their industry, company and profession. Normally, the Anderson Center pays the cost of lunch for SBE students and their guests; during this COVID era, the lunches will be "virtual" (Zoom).

6. SCHEDULE

6.1. *Dates and Deadlines*

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

7. OTHER ADMINISTRATIVE DETAILS

7.1. *ADA / Equal Access for Students with Disabilities*

The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. Links to UWSP's policies regarding ADA, nondiscrimination, and Online Accessibility (IT & Communication Accessibility) can be found at: https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365, email datctr@uwsp.edu or visit: https://www.uwsp.edu/datc/Pages/default.aspx

7.2. *Inclusivity/Nondiscrimination Statement*

It is the responsibility of the instructor to present materials and activities that are respectful of diversity, such that students from all diverse backgrounds and perspectives be well-served by this course. No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran's status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715-346-2606 or visit: http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx

7.3. *Religious Beliefs Accommodation*

It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/22

7.4. *Help Resources*

This section offers help resources relating to academic tutoring, healthcare, counseling, and other matter of student wellbeing. For help recourse related to technology use, please see section 1.4 above.

The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715-346-3568 or visit: https://www.uwsp.edu/tlc/Pages/default.aspx

If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715-346-4646 or visit: http://www.uwsp.edu/stuhealth/Pages/default.aspx

The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center

is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: http://www.uwsp.edu/counseling/Pages/default.aspx

In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As such, an instructor may contact the Office of the Dean of Students if he or she senses that a student is in need of additional support beyond what the instructor is able to provide. For more additional information, please go to http://www.uwsp.edu/dos/Pages/default.aspx

UWSP students may also share a concern directly if they or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success and/or the safety of others. Please report any concerns of this nature at: https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx

7.5. *Emergency Response Guide*

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

7.6. *UWSP Community Bill of Rights and Responsibilities*

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

7.7. *University Attendance Policy*

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

7.8. *University Drop Policy*

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

7.9. *Academic Honesty*

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

7.10. *Grade Reviews/Appeals*

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

7.11. *Non-Academic Misconduct*

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

7.12. *Confidentiality*

Under FERPA, students cannot remain anonymous in a class. Students are permitted to know who else is in their class.

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

This course may require students to post their work online using applications or services that have not been approved by UW-system. In this situation, the students work will only be viewable only by his or her classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. Please contact your instructor prior to the due date if you wish not to participate in these online assignments due to confidentiality concerns.

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, go to: https://www.wisconsin.edu/dle/external-application-integration-requests/. Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357. Links to the Terms of Use and Privacy Polices for tool used at UWSP be found at: https://www.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx

Here are steps you can take to protect your data and privacy:
- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

Additional resources regarding information security at UWSP can be found at: https://www.uwsp.edu/infosecurity/Pages/default.aspx.

It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful.

7.13. *Intellectual Property - A Guide to Student Recording & Sharing Class Content*

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

7.14. *Sample Coursework Permission*

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

7.15. *Revision Clause*

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

7.16. *COVID-19*

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

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