COURSE SYLLABUS

Course Prefix & Number	Business 100	
Course Name	Introduction to Business	
Term	Spring	2024

1. COURSE INFORMATION

1.1. Instructor Information

Instructor:	Max Trzebiatowski
Office:	CPS 101
Physical Office Hours:	Wednesdays and Fridays 9:00-11:00am
Virtual Office Hours:	Available upon request
Office Telephone:	715-346-2695
E-mail:	mtrzebia@uwsp.edu
Expected Instructor Response Time:	2-3 business days

1.2. Course Information

Meeting Time & Location for face-to-face sessions (Section 1 of this course):	Section 01 – Tues 10:00-10:50 (CCC 321)
Course Description:	This course will introduce you to the basics of business, including businesses' role in society and in the economy, common ownership structures, and basic functions. The course will also introduce careers in the various business fields and provide some tools to help students achieve their career goals.
Credits:	1
Prerequisites:	N/A

1.3. Textbook & Course Materials

Required Text(s):	Ferrell, O. C., Hirt, G. A., & Ferrell, L. (2022). M: *Business* (7th ed). McGraw-Hill. [*ISBN*, loose-leaf edition: 9781264126217]
Recommended Text(s):	N/A
Other Readings:	Provided on Canvas as needed.
Other Required Materials / Applications:	

1.4. Course Technology

Course Website:	UWSP's Online Learning Management System https://www3.uwsp.edu/canvas/Pages/default.aspx
Other Websites:	Smiley Pro Events https://www.uwsp.edu/business/sentry-school-of-business-and-economics/student-resources/professional-events/
Course Delivery:	Face to Face

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.

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: IT Service Desk.

For technology instruction sheets, online support videos, and other related resources, go to: UWSP Online Student Support.

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: Tech Essentials Training.

Additional tools designed to help students taking online or hybrid courses can be found at: UWSP Online Student Orientation.

2. LEARNING OUTCOMES

2.1. *Course Goals*

See course learning objectives

2.2. *Course Learning Objectives*

After completing this course, students should be able to:
- Understand how businesses fit into the economy and the role of business in society.   - Understand the basic ownership structures and functions of a business.   - Understand general career paths in different areas of business.   Apply their knowledge of business, UWSP, and the Sentry School of Business to form an academic and career plan.

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*

3.1.1 General Policy Guidelines
Attendance is a graded component of this course. The Course Schedule shows precisely the attendance points that can be earned by being present at individual class sessions. To receive full attendance points for a given day, you must be present at least 50% of the class time. No credit is given when a late arrival or early departure results in students missing the moment when attendance is taken. If you were present in class, but technical difficulties or personal forgetfulness prevented you from completing the attendance check, you must notify the instructor within 1 hour of the end of class. Any appeals made after 1 hour will be denied. If you are absent, be sure to consult with students who were present to make sure you have all the information you may need from the class.

3.1.2 Excused Absences and Requesting Attendance Credit
Attendance credit for a missed or partially-attended class is only possible for excused circumstances that are communicated to the instructor prior to class and supported by a source document (e.g., practice/game schedule, an email confirming registration, a doctor's note, an airline reservation that was booked before the first day of the term, or an email from the party requiring your attendance elsewhere). Valid reasons for requesting an excused absence are military service, verifiable illness, university related travel or events (academic, club, or athletic), sincerely held religious beliefs as described in UW System policy (UWS 22) and medical or family emergencies. If the student has the ability to know the date of the event in advance (i.e., the event can be found on an available calendar or schedule, but the student fails to notify the

instructor prior to the date, the event will no longer qualify as an excused absence. If the circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from the missed class session to contact the instructor. All attendance credit requests must be submitted via email. Barring any circumstances involving the 48-hour grace period, one must request attendance credit no later than the date identified on the course schedule as the last day to request attendance credit.

3.1.3 Attendance Buffer
Two days' worth of attendance points are given to each student to provide leeway for absences. Therefore, students can miss two class sessions and still earn perfect attendance. Students that attend every class, without missing a single day, are allowed to keep their attendance buffer points as extra credit.

3.1.4 When to Email Your Instructor About a Missed Class Section
It is not necessary for students to contact the instructor regarding a single missed class session- including an absence resulting from circumstances that may qualified as excused – when that missed class session is still within the number of allowed absences provided by the attendance buffer. This provides a level of convenience for students that do not anticipate being gone for more than the number of allowed absences provided by the attendance buffer.

Still, a student may wish to submit a preemptive appeal for excused absence credit in the event that they missed a class session for excused circumstances, but he or she is still within the number of allowed absences provided by the attendance buffer. A preemptive appeal for excused absence credit preserves the students' ability to apply his or her attendance buffer to unexcused absences when the unexcused absence is preceded by excused absences. In short, it is a matter of sequencing. If the students first two missed classes are for unexcused circumstances, preemptive appeals for excused absence credit do not apply. If the student has one or more absence due to excused circumstances sometime prior to having a total of two unexcused circumstances, it is in his or her best interest to submit a preemptive appeal for excused absence credit. If the student decides not to submit a preemptive appeal for excused absence credit prior to having a total of two unexcused circumstances then the attendance buffer will be used to offset the first two missed classes, regardless of if these absences were for excused or unexcused circumstances. A preemptive appeal for excused absence credit must include the reason for being gone and a source document to support the request (e.g., practice/game schedule, an email confirming conference registration, a doctor's note, an airline reservation that was booked before the first day of the term, or an email from the party requiring your attendance elsewhere). All preemptive appeals for excused absence credit requests must be submitted via email.

Once a student's absences exceed the number of allowed absences provided by the attendance buffer, then he or she should always e-mail the professor if he or she believes the reason for being gone qualifies as an excused absence and he or she can provide a source document to support the request for excused status.

If the reason for being gone does not qualify as an excused absence or if he or she does not have a valid source document, then the student does not need to email the professor because he or she will not receive attendance credit for that date anyway---being that the absence is considered unexcused. This is true in all cases, irrespective of when these absences occurred, the student's

total absence count, and the extent to which he or she has used the provided attendance buffer to offset previous absences.

Any and all communication regarding attendance credit must be emailed to the instructor no later than the date listed on the course calendar.

3.1.5 How and When Excused Absence Credit is Applied
 In cases when being gone qualifies as an excused absence, but the student has not exceeded the number of allowed absences for the semester, no adjustment will be made to the students attendance grade because at this point, his or her attendance score does not fall below the maximum threshold for attendance points. In short, even when absences are for a legitimate reason, being gone from a class does not justify earning extra credit. For this reason, excused absence credit will not be applied to ones grade until all of the graded attendance days have occurred as it must first be determined whether or not the student needs the excused absence credit in question. In summary, up to the number of allowed absences provided by the attendance buffer, students will not receive excused absence credit when they are gone, regardless of the reason.

3.2. *Late Work*

3.2.1 General Policy Guidelines
All in class and out of class assignments/point opportunities are due on the date indicated on the Course Schedule. Should the need for an alternative due date arise, the new due date will be announced on Canvas. <u>Most assignments that are to be completed out of class are due online via canvas no later than the start of class on the due date indicated on the Course Schedule. Some assignments/point opportunities, however, are due at a specific time other than the start of class.</u> Therefore, it is important to always check the Course Schedule to see if a special due date/time applies to a given assignment/point opportunity. Any submission made after the specific time and assignment is due (whether that is the start of class or another time) will be considered one day late, even if it is submitted on the original due date (but after the time it is to be due).

3.2.2. 48 Hours Grace Period
Permission to hand in late work must be obtained from the instructor via email prior to the original due date. If the circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from the start of class (or from the default Canvas deadline of 11:59pm, whichever comes first) on the original due date to contact the instructor and request permission to hand in late work. In such cases the student must provide an explanation as to why he or she wasn't able to inform the instructor of the circumstances beforehand. Barring any circumstances involving the 48-hour grace period, one must request to make up late work no later than the date identified on the course schedule as the last day to request late work credit.

3.2.3 Assignments with a Multiweek Time Allotment
The instructor will deny late work appeals involving assignments for which students had two calendar weeks or more to complete the missed assignment/ point opportunity. This class rule is supported by the expectation that students can manage their time in such a way that two weeks provides enough time to make the necessary arrangements to complete assignments with a multi

week time allotment. This expectation supersedes any accommodations that would normally be provided under the 48-hour grace period rule.

 Aside from any specific arrangements made with the instructor prior to the due date, all late assignments will receive a five points deduction for each day after the original due date as noted above submissions made after the specific time and assignment is due on the original due date are also considered one day late. Please note, this late penalty is also imposed for all calendar days including weekends. Late submissions will not be accepted if either of the following circumstances are true:
1) The assignment/ point opportunity has zeroed out meaning that the cumulative 5-point deductions have become greater than the total points possible.
2) The assignment/ point opportunity is more than one week late.

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 always required. 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 headphones, sleeping in class, and abusive language are 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 their instructor via e-mail prior to class if he or she must arrive late or leave early.
- Cell phones, tablets, laptops, or any other electronic devices, all 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 class where the student has, without question, diminished the learning environment. Students will always be notified via e-mail, without delay, if they incur a grade penalty of any kind. Any continued disruptive behavior may result in a referral to the Dean of Student's 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)*

Note: Total point ranges will be used to evaluate student performance. The Letter Grade below is tied to the points range in the supporting row. Fractional points will not be used so there will never be a situation in which rounding would come into play. Moreover, there will be NO CURVE. Simply put, you need to earn the minimum number of points (i.e., the lower bound on the "points range" of the table below) in a given grade category to receive that grade (e.g., your grade must be ≥ 186 points for an A.

Letter Grade	Points Range
A	186 points or higher
A-	180-185 points
B+	174-179 points
B	166-173 points
B-	160-165 points
C+	154-159 points
C	145-153 points
C-	140-145 points
D+	134-139 points
D	120-133 points
F	000-119 points

4.3. *Points Available*

Points	Percent	Item	Category	Category Percent
4	2%	Add Canvas Profile Picture	Misc	2%
4	2%	Quiz #1	Quizzes	8%
4	2%	Quiz #2		
4	2%	Quiz #3		
4	2%	Quiz #4		
---	---	Quiz #5 (drop lowest quiz score)		
8	4%	FLIP Video Discussion 1	Discussions	20%
8	4%	FLIP Video Discussion 2		
8	4%	FLIP Video Discussion 3		
8	4%	FLIP Video Discussion 4		
8	4%	FLIP Video Discussion 5		
4	2%	Event #1	Pro Events	12%
4	2%	Event #2		
4	2%	Event #3		
4	2%	Event #4		
4	2%	Event #5		
4	2%	Event #6		
52	26%	Attendance (4 points per day x 13 days)	Attendance	26%
---	---	Internship Expo Attendance	Extra Credit	Extra Points
---	---	Attendance Buffer (8 points)		
8	4%	Cash Course Quiz/Grad Ready	Assignments	32%
8	4%	Grad Plan		
8	4%	Resume		
40	20%	Career Reflection Paper (Gap Analysis)		
200	100%	**TOTALS**		100%

Simplified (Optional)

Item Description	Points	Percent of Total
Quizzes	16	08%
Discussions	40	20%
Smiley Pro Events	24	12%
Attendance	52	26%
Assignments	64	32%
Miscellaneous	4	02%
TOTALS	**200**	**100%**

5. COURSEWORK DESCRIPTIONS & COMMENTARY

5.1. *Exams*

There are no exams for this course

5.2. *Quizzes*

There are five quizzes throughout this course on various topics covered in class.

This class will also use a daily quiz in Canvas to track attendance.

5.3. *Assignments*

There will be four main assignments in this course. The largest portion of the assignment grade will be a Career Reflection (AKA Gap Analysis) project. This will consist of a paper + a video discussion that is designed to start you on the process of identifying your academic and career goals.

The other assignments will be a series of items focused on your professional development in college. A grad plan submission, a rough draft of a resume, and a short financial literacy requirement will all be assigned throughout the course.

The remaining assignment requirements will be video based discussions that pertain to certain class lectures.

5.4. *Smiley Professional Events – This section applies only to courses requiring Pro Events*

Smiley Professional Events (or **Pro Events**) and the **Anderson Classroom to Career Center (C2C)** are flagship programs of the Sentry School.

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 a Sentry School 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.

Find the Pro Events calendar in the new virtual C2C! Get started by either downloading the Suitable app in your preferred app store or by visiting **app.suitable.co**. Then log in with your UWSP email; be sure to give access to your camera and turn on notifications. Later in the semester, you will receive instructions on how to request that your Pro Events attendance credits be applied to your Sentry School classes with Pro Events requirements.

For this course, you must attend **six** official Pro Events. Three events must be before the mid-semester cut-off of **March 15**; Three more events must be before the end-of-semester cut-off **May 10**. 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 <mark>4 points</mark> towards your final grade.

You may earn Pro Events credits by attending both live Zoom events and in-person events. For maximum schedule flexibility, check out the Anderson Center Canvas page for details on "Create Your Own" events and the "Lunch with a Leader" program. "Create Your Own" events include meetings with Career Advising, Financial Coaching or Academic Coaching staff. The "Lunch with a Leader" program allows you to set up a lunch (virtual or in-person) with a business expert to learn more about their industry, company, and profession.

Only students registered for 100% online or branch-campus classes have access to Pro Events recordings. The number of videos available will be pro-rated based on the number of such courses in which you are enrolled. Video events must be completed one week before the general Pro Events cut-offs. <mark>**For Spring 2024**</mark>**, the video deadlines are** <mark>**May 8th**</mark> **for the first half-semester and** <mark>**May 3rd**</mark> **for the second half-semester.**

Attendance at Pro Events will be confirmed within the Pro Events Tracker in the virtual C2C. Please allow a week for confirmation of attendance at events held outside the Sentry School, 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.

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: UWSP Academic Calendar.

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: UW Legal and Policy Information.

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 Resource Center (DRC) to complete an Accommodations Request form. The DRC is located in room 108 in the Collins Classroom Center (CCC). For more information, call 715-346-3365 email drc@uwsp.edu, or visit: Disability Resource Center

7.2. *Nondiscrimination Statement*

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: Equal Opportunity Human Resources

7.3. *SBE Inclusivity Statement*

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. To do so, first go to the Hate Bias Response Team website, then click the button that corresponds to the appropriate campus, and finally complete and submit the report. You may also contact the Dean of Students office directly at dos@uwsp.edu.

Further information on UWSP's commitment to an inclusive campus can be found here: Equity, Diversity, and Inclusion

7.4. *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: Chapter UWS 22 Accommodation of Religious Beliefs.

7.5. *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 234 Collins Classroom Center (CCC). For more information, call 715-346-3568 or visit: Tutoring-Learning Center (TLC) at UWSP.

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: UWSP Student Health Services.

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: UWSP Counseling Center.

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. Responding to students with care, concern, and resources is critical in supporting the success of our students and campus community, and therefore the Dean of Students maintains a list of resources that can provide support for a wide variety of situation. That list can be found here, Dean of Students Resources. Moreover, 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. Simply put, the Dean of Students is here to help. If you are ever unsure of what to do or who to contact, contact the Dean of Students Office at 715-346-2611 or visit them online at UWSP Office of the Dean of Students.

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: UWSP Dean of Students Anonymous Reports.

7.6. *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: UWSP Emergency Guidebook pdf.

7.7. *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: UWSP Community Bill of Rights and Responsibilities.

7.8. *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: University Attendance Policy.

7.9. *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: University Drop Policy.

7.10. *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: Chapter UWS 14 Student Academic Disciplinary Procedures.

7.11. *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: UWSP Grade Reviews/Appeals.

7.12. *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: UWSP Non-Academic Misconduct.

7.13. *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: [UWS Digital Learning Environment 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: [Terms of Use and Privacy Policies for Tools Used](#)

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.

7.14. *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.

7.15. *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.

7.16. *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.