



COURSE SYLLABUS

Course Prefix & Number	BUS 750
Course Name	Applied Data Analytics in Business Leadership
Term	Spring 2022 (1/27/22 – 3/20/22)

1. COURSE INFORMATION

1.1. Instructor Information

Instructor:	Dr. Nikolaus Butz
Office:	CPS 406
Physical & Zoom Office Hours:	12:15pm – 2:00pm, Tu/Th You may email me to request additional availability if needed.

Note: All Office Hour Meetings must be booked via the URL below.

<https://outlook.office365.com/owa/calendar/Butz@uwspedu.onmicrosoft.com/bookings/>

Office Telephone:	(715) 346-2728
E-mail:	nbutz@uwsp.edu
Expected Instructor Response Time:	2 business days Please note , in order to obtain a healthy work/life balance the instructor has: (1) decided not to check email every day as reflected by the 2 business day response time noted above, (2) disabled email notifications on all mobile devices, and (3) does not keep email open in the back ground while working on the computer. Moreover, on the days when emails are checked, which is <i>at a minimum</i> once every 2 business days, the instructor does so <u>in the morning</u> . Therefore, a student who sends an email any time after 12:00pm (noon) should not expect to receive a reply that day. In such a case, the earliest the student might expect to receive a reply is sometime in the morning on the 1 st (i.e., “next”) business day (“tomorrow morning” if speaking on the day the email was originally sent). The latest the student could expect to receive a reply is sometime in the morning on “the day after tomorrow” (again keeping in mind that “the day after tomorrow” terminology assumes the student is speaking on the day the email was originally sent).

1.2. Course Information

Sections of this course taught this term by this instructor:	BUS 750-01 (1/27/22 – 3/20/22)
	BUS 750-W01 (1/27/22 – 3/20/22)

Course Description:	This course provides an introduction to data analytics and highlights its importance in business. It focuses on using analytical software to collect, manage, and analyze data for strategic decision making. Students develop skills for effective interpretation and communication of results for management applications. Projects involve analyzing business case studies and creating models to aid in strategic planning. Data identification, data structure, and model selection are emphasized throughout.
Credits:	3
Prerequisites:	N/A

1.3. Textbook & Course Materials


Required Text(s):	Davenport, T. H., & Kim, J. (2013). <i>Keeping up with the quants</i> . Boston: Harvard Business Review Press. [ISBN: 9781422187258] Saltz, J. S., & Stanton, J. M. (2018). <i>An introduction to data science</i> . Thousand Oaks, CA: Sage. [ISBN: 9781506377537] Alexander, M., Kusleika, R., & Walkenbach, J. (2019). <i>Excel 2019 Bible</i> . Indianapolis, IN: Wiley. [ISBN: 9781119514787]
Recommended Text(s):	Creswell, J. W., & Guetterman, T. C. (2019). <i>Educational research</i> . New York: Pearson. [Normal Retail ISBN: 9780134519364] [Digital e-book ISBN: 9780136874416] [Amazon book ISBN: 0134458966]
Other Readings:	N/A
Other Required Materials / Applications:	<ul style="list-style-type: none"> • Access to a computer (i.e., PC or Mac; not tablet or Chromebook) that is ≤ 5 years old • Minimum of 1 GB of data storage (hard drive, flash drive, or online storage account) • The most recent “offline-capable” version of Excel (i.e., not Excel Online). Free at: https://www.uwsp.edu/infotech/Pages/SoftwareSupport/Office-365-OneDrive.aspx • The most recent version of the open-source R data program. Free at: http://cran.r-project.org/ • The most recent version of R Studio (Warning: Do Not Download R Studio until Week 4). Free at: https://www.rstudio.com/products/rstudio/download/#download • The most recent free trial of Tableau Desktop (Warning: Do Not Download Tableau Desktop until Week 5). Free at: https://www.tableau.com/products/desktop/download

1.4. Course Technology

Course Website:	Canvas
Other Websites:	N/A
Course Delivery:	Hybrid (has both synchronous and asynchronous components)

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](#) 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?
 - 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

The main goal of this course is to provide students with the knowledge and skills necessary to collect, manage, and analyze data and use insights gained to influence business decisions and goals. Students will learn to apply commonly used data analysis tools, analyze business case studies, and create models to aid in strategic planning. Overall, this course was designed to improve students' knowledge base in data analytics as well as improve their ability to apply data analytics in the context of business leadership.

2.2. Course Learning Objectives

1. Students will create R script using at least 20 coding statements.
2. Students will apply decision support tools in Excel by solving analysis problems using at least 4 variables.
3. Students will analyze a case study problem using Data Analysis tool and make at least 2 logical recommendation based on their findings.

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

Attendance is not a graded component of this course. As such, attendance decisions are up to each student. It should be noted, however, that students who attend class will be better prepared to complete the coursework, and ultimately learn more, than students who choose to be absent. If you choose to be absent, be sure to consult with students who were present in order to make sure you have all the information you may need from the class.

3.2. Late Work

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 in class and/or on Canvas. 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. Therefore, it is important to always check to Course Schedule to see if a special due date/time applies to a given assignment/point opportunity. Any submission made after the specific time an assignment is due (whether that is the start of class or another time) will be considered one day late, even if it is submitted later on the originally due date.

Permission to hand in late work must be obtained from the instructor via email prior to the start of class on 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 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 these circumstances beforehand. Barring any circumstances involving the 48 hour grace period, the instructor will deny late work appeals involving assignments for which students had 2 calendar weeks or more to complete the missed assignment/point opportunity. This class rule is supported by the expected that students can manage their time in such a way that 2 weeks provides enough time to make the necessary arrangements to complete assignments with a multiweek time allotment.

Aside from any specific arrangements made with the instructor prior to the due date, all late assignments will receive a 5-point deduction for each day after the original due date. As noted above, submissions made after the specific time an assignment is due on the originally due date are also considered one day late. Please note, this late penalty is also imposed for days that the class does not meet, including weekends. Late submissions will not be accepted if either of 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 1 week late.

3.3. Etiquette/Netiquette

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.

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

Point Range (x = your score)					Letter Grade	Percentage Range (x = your score)					
279	≤	x	≤	300	points	A	93.0%	≤	x	≤	100.0% (or other max)
270	≤	x	≤	278	points	A-	90.0%	≤	x	≤	92.9%
261	≤	x	≤	269	points	B+	87.0%	≤	x	≤	89.9%
249	≤	x	≤	260	points	B	83.0%	≤	x	≤	86.9%
240	≤	x	≤	248	points	B-	80.0%	≤	x	≤	82.9%
231	≤	x	≤	239	points	C+	77.0%	≤	x	≤	79.9%
219	≤	x	≤	230	points	C	73.0%	≤	x	≤	76.9%
210	≤	x	≤	218	points	C-	70.0%	≤	x	≤	72.9%
201	≤	x	≤	209	points	D+	67.0%	≤	x	≤	69.9%
180	≤	x	≤	200	points	D	60.0%	≤	x	≤	66.9%
0	≤	x	≤	179	points	F	0.0%	≤	x	≤	59.9%

4.2. Points Available

Points	Percent	Item	Category	Category Percent		
20	6.7%	Week 1 Quiz	Quizzes	46.7%		
20	6.7%	Week 2 Quiz				
20	6.7%	Week 3 Quiz				
20	6.7%	Week 4 Quiz				
20	6.7%	Week 5 Quiz				
20	6.7%	Week 6 Quiz				
20	6.7%	Week 7 Quiz				
--	--%	Week 8 Quiz (drop lowest)				
10	3.3%	RQs Disc Brd Survey Design Raw Data Debriefing Quiz	Data Collection	Asignmnts	30.3%	
10	3.3%					
10	3.3%					
1	0.3%					
15	5.0%	Codebook All remaining parts	Data Cleaning			
15	5.0%					
25	8.3%	Answer Sheet Data file	Data Analysis			
5	1.7%					
2	0.7%	Final Project - Prebriefing Quiz	Final Project			23.0%
25	8.3%	Final Project - Write up				
15	5.0%	Final Project - Data file				
25	8.3%	Final Project - Presentation/Slides				
2	0.7%	Final Project - Debriefing Quiz				
300	100%	TOTALS		100%		

5. COURSEWORK DESCRIPTIONS & COMMENTARY

5.1. Exams

Summative exams are no used in this course. Rather, students will engage with the course material via quizzes, assignments, and a final project.

5.2. Quizzes

5.2.1 Quiz Content, Release, & Format

Each week students will complete a 20-question quiz covering that week's course content. The quizzes are generally available at 6:00 p.m. after that week's class session and must be taken no later than 11:59 p.m. on the day before the next class session. All of the questions will be presented in a closed-ended format, meaning that students must choose their response from a list of answer choices (e.g., multiple-choice, true/false, matching, etc.). All quizzes are timed. You may be allowed multiple attempts.

5.2.2 Technical Difficulties While Completing Quizzes

It is possible that the intentional design choices made by the software developers at Canvas are inconsistent with how you would expect the application to function. Therefore, students are responsible for checking their quiz before it is submitted on Canvas. Students should verify that their saved answer choices are their intended selections. Once the quiz is submitted it is impossible for the instructor to determine if the saved answer wasn't the student's intended answer. For this reason, all submitted work is regarded to be the student's intended answer. The instructor is not responsible for errors or unintended answers recorded by Canvas.

It is the student's responsibility to email the instructor immediately if he or she encounters technical difficulties while completing the quiz. This is to be done regardless of the hour at which these technical difficulties occur. Any requests to reopen the quiz for technical difficulties or other reasons that are received after 11:59pm, plus a 5-minute grace period, on the date the quiz is due will not be honored.

5.2.3 Missed Quizzes

Aside from circumstances involving technical difficulties, no time extensions will be given for quizzes as multiple days are provided to complete each quiz and students should be able to budget their time and complete the quiz within the allotted time frame. Also, the lowest quiz score will be dropped, and therefore, students are expected to "use" their "drop" to offset a missed quiz if needed. However, allowances may be made if a student feels he or she missed the quiz for "excused" reasons and can provide appropriate source documentation supporting their unavailability during the entire quiz duration. Even if an allowance is granted standard late penalties will apply.

5.2.4 Reviewing Quizzes

Quiz answers will be released solely based on the instructor's discretion.

5.3. Assignments

Assignments give students the opportunity to practice the skills covered in the course. There are three assignments in this course: a Data Collection project, a Data Cleaning project, a, and a Data Analysis project. Additional guidelines describing the content and format requirements of these assignments are available on Canvas.

5.4. Final Project

The final project will require students to analyze their own dataset using their choice of the data analysis tools covered in the course. The end goal of the final project is for students to be able to make a logical recommendation based on their findings. If student don't have their own dataset, one will be provided for them. The deliverables for the final project include three electronic files and one oral presentation. The electronic files are as follows: a write up describing the process and findings, an Excel file containing the data they used in their analysis, a slide deck that will be presented to the class. The oral presentation will be made synchronously to the class on the date indicated in the course calendar. Additional guidelines describing the requirements for the write up, data file, and presentation/slides will be made available on Canvas.

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 Policies 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.