 

COURSE SYLLABUS

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| BUS 327 |
| Managing Global Organizations | |
| Spring | 2024 | |

Course Prefix & Number

Course Name

Term

# Course Information

## Instructor Information

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| **Instructor:** | Jim Servi |
| **Office:** | 104C Wausau, 449 Marshfield, & CPS 413 Stevens Point |
| **Physical Available Hours:** | 3:30 – 4:30 Wednesdays (rotating between Marshfield and Wausau so please email me in advance to confirm) |
| **Virtual Available Hours:** | 9:00 – 11:00 Mondays or any time that is flexible for you |
| **Office Telephone:** | (715) 680-0149 |
| **E-mail:** | jservi@uwsp.edu |
| **Expected Instructor Response Time:** | No more than 2 Business Days  (I’m available via email/Canvas messages, phone, text, or we can set up a Zoom meeting. Basically, whatever works best for you and I will get back in touch with you as soon as possible.) |

## Course Information

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| **Meeting Time & Location for face-to-face sessions:** | 9:00 – 10:50 Wednesdays in CPS 322 |
| **Meeting Time & Location for face-to-face sessions:** | 9:00 – 10:50 Wednesdays in CPS 322 |
| **Course Description:** | General concepts, techniques, and practices related to managing global organizations. Challenges, rewards, risks, and consequences of managing in diverse countries are discussed. Various cultural theories are studied. Particular emphasis is placed on the comparison of Western cultural influences to non-Western cultural influences on accepted business practices. |
| **Credits:** | 3.0 |
| **Prerequisites:** | None |

## Textbook & Course Materials

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| **Required Text(s):** | None |
| **Recommended Text(s):** | None |
| **Other Readings:** | Assigned in Class |
| **Other Required Materials / Applications:** | Computer and reliable Internet access |

## Course Technology

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| **Course Website:** | UWSP Canvas |
| **Other Websites:** | None |
| **Course Delivery:** | Hybrid: Canvas with In-Person Sessions |
| **Delivery Mode Changes:** | Changes to course delivery may occur at any time during the term to address public health and safety concerns. |
| **Canvas Support:** | Click on the HELP button (  ) in the global (left) navigation menu and note the options that appear:   * Ask Your Instructor a Question *Submit a question to your instructor*   + Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below. * Chat with Canvas Support (Student) *Live Chat with Canvas Support 24x7!*   + Chatting with Canvas Support (Student) will initiate a *text chat* with Canvas support. Response can be qualified with severity level. * Contact Canvas Support via email *Canvas support will email a response*   + Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your difficulty. * Contact Canvas Support via phone *Find the phone number for your institution*   + Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7. * Search the Canvas Guides *Find answers to common questions*   + Searching the [Canvas guides](https://community.canvaslms.com/docs/DOC-10701) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](https://community.canvaslms.com/docs/DOC-3891). * Submit a Feature Idea *Have an idea to improve Canvas?*   + If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this Submit a Feature Idea avenue.   Self-train on Canvas through the Self-enrolling/paced [Canvas training course.](https://uws.instructure.com/courses/45767) |
| **UWSP Technology Support:** | The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu) or at (715) 346-4357 (HELP) or visit: [IT Service Desk.](https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx)  For technology instruction sheets, online support videos, and other related resources, go to: [UWSP Online Student Support.](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**:** [Tech Essentials Training.](https://www3.uwsp.edu/tlc/Pages/TechEssentials.aspx)  Additional tools designed to help students taking online or hybrid courses can be found at: [UWSP Online Student Orientation.](https://www.uwsp.edu/online/Pages/Online%20Student%20Orientation.aspx) |

# Learning Outcomes

## Course Goals

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| This class is intended to prepare you for leadership roles and greater responsibility in the business world outside of the United States. The goal is to gain a deeper understanding of how to effectively lead and manage in global organizations and become aware of important considerations to be successful when operating abroad. You will do this by first understanding your cultural dimensions and then exploring other regions of the world, examining companies operating around the world and foreign companies operating in the U.S., and examining important factors to consider when operating globally. |

## Course Learning Objectives

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| * Understand important factors to consider when conducting business in a foreign country * Analyze your personal cultural dimensions and compare/contrast those to another country * Explore leadership preferences around the world * Examine companies that are operating in foreign countries (and foreign companies operating in the U.S) * Communicate your findings in a professional environment and lead a class discussion |

## Academic Unit

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| **SBE Mission:** | The UW-Stevens Point School of Business and Economics creates career ready graduates and leaders through applied learning. We serve the businesses, economy, and people of the greater Central Wisconsin region. We specialize in preparing students for success by providing professional development experiences, access to employers, and in-demand skills.  The SBE achieves its mission by valuing:   * Talent development * Lifelong learning * Career preparation * On the job experiences * Community outreach * Regional partnerships * Continuous improvement |
| **Accreditation Commitment:** | SBE is accredited by the Association to Advance Collegiate Schools of Business (AACSB), a designation earned by only 5 percent of world business schools. Accreditation instills a culture of continuously improving our programs through connections with local business leaders, alumni and the community. |

# Course Policies

## Attendance

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| There is no attendance grade for this course but there will be graded in-class assignments completed during every class period, so it is highly recommended to attend all classes. Please coordinate in advance if you are unable to attend. |

## Late Work

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

## Etiquette/Netiquette

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| 3.3.1 General Policy 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. |

# Grading

## Grading Scheme

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

## Grading Notes (if provided)

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| Evaluation of a U.S. Company Operating Abroad (25%)  Evaluation of a Foreign Company Operating in U.S. (25%)  On-line Discussion (15%)  Cultural Dimensions Exploration (10%)  In-Class Activities (10%)  Article Analysis (10%)  Miscellaneous Assignments (ie. proposals, selecting project, etc.) (5%) |
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## Points Available (Above)

# Coursework Descriptions & Commentary

## Exams

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| There are no exams for this course. |

## Quizzes

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| There are no quizzes for this course. |

## Assignments/Course Schedule

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| **Week of January 22, 2024 – January 28, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  Review Course Schedule and Class Syllabus  Review Instructor’s Teaching Philosophy  Develop List of Factors to Consider When Operating Abroad  In-Class Activities  Submit U.S. Company Operating Abroad Proposal (Due January 28 by 11:59pm)  **Week of** **January 29, 2024 – February 4, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  In-Class Activities  Overview of Cultural Dimensions  Article Analysis (Due: February 4 by 11:59pm)  Complete Cultural Dimensions Exploration (Due February 11 by 11:59pm)  **Week of February 5, 2024 – February 11, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  In-Class Activities  Student Led Article Discussion  Overview of Global Leadership Preferences  Complete Global Leadership Preferences Exploration (Due February 18 by 11:59pm)  **Week of February 12, 2024 – February 18, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  In-Class Activities  BARNGA  **Week of February 19, 2024 – February 25, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  In-Class Activities  Evaluation of a U.S. Company Operating Abroad (Due February 25 by 11:59)  **Week of February 26, 2024 – March 3, 2024**  ***No Class This Week***  Submit Foreign Company Operating in U.S. Proposal (Due March 3 by 11:59pm)  **Week of March 4, 2024 – March 10, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  Submit U.S. Company Operating Abroad Presentation (Due March 5 by 11:59pm)  Present Findings from U.S. Company Operating Abroad  In-Class Activities  **Week of March 11, 2024 – March 17, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  Present Findings from U.S. Company Operating Abroad  In-Class Activities  **Week of March 18, 2024 – March 24, 2024**  Enjoy Spring Break!  **Week of March 25, 2024 – March 31, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  Global Strategies  In-Class Activities  **Week of April 1, 2024 – April 7, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  Speakers with experience in Global Business  In-Class Activities  Submit Evaluation of a Foreign Company Operating in U.S. (Due April 7 by 11:59pm)  **Week of April 8, 2024 – April 14, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  In-Class Activities  Present Findings from Foreign Company Operating in the U.S.  Submit Foreign Company in U.S. Presentation (Due April 9 by 11:59pm)  **Week of April 15, 2024 – April 21, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  In-Class Activities  Present Findings from Foreign Company Operating in the U.S.  **Week of April 22, 2024 – April 28, 2024**  ***Class in CPS 322 from 9:00 – 10:50 on Wednesday***  Global Business Case Studies  In-Class Activities  **Week of April 29, 2024 – May 5, 2024**  ***No Class This Week***  **Week of May 6, 2024 – May 12, 2024**  ***No Class This Week***  **Week of May 13, 2024 – May 19, 2024**  ***No Finals for this Class***  **Evaluation of a U.S. Company Operating Abroad (25%)**  There will be three parts to this assignment – proposal (5%), paper (15%), and presenting your findings and leading a class discussion (5%). Together, we will determine the criteria for this in-class and you will propose your project before proceeding. Because of this each student’s concept will be slightly different based on your approach. That’s good – it drives creativity. First, select a U.S. based company that conducts business abroad. You can look at this company broadly or you can focus on something more specific such as marketing their products, part of their supply chain, or direct operations. I’m also open to other ideas here that meet the same objective. For example, if you have a business idea you can use your business idea and discuss it in the context of global operations. Next, select a country or region outside the U.S. where this company operates where you will focus your analysis. Lastly, select at least five criteria (which we will develop in class) that you will analyze.  For the proposal (5%), I’d like you to submit a no more than 1-page executive summary highlighting the following:  1) Company you selected and why  2) Focus area and why (ie. marketing, operations, supply chain, etc.)  3) Country or region and why  4) List of at least five criteria and why  Please make sure to justify the why as if you are pitching this concept for approval to a CEO.  I will then approve it and you can proceed to the next step.  For the analysis (15%), I’d like you to submit a minimum of 3-pages single spaced, 12-point font (I’d also be open to other formats and you can pitch those in your proposal) expanding on each of the concepts above.  1) Overview of company  2) Detailed description of the focus area  3) Overview of the country or region  4) Analysis of each of the five criteria, along with a critique using your personal perspectives of how well they are doing and any areas of improvement  You will then lead a class discussion (5%). Please spend 2-3 minutes summarizing your paper and then ask at least 3 questions to engage your classmates in a conversation.  **Evaluation of a Foreign Company Operating in the U.S. (25%)**  There will be three parts to this assignment – proposal (5%), paper (15%), and presenting your findings and leading a class discussion (5%). Together, we will determine the criteria for this in-class and you will propose your project before proceeding. Because of this each student’s concept will be slightly different based on your approach. That’s good – it drives creativity. First, select a Foreign based company (outside the U.S.) that operates in the U.S.. You can look at this company broadly or you can focus on something more specific such as marketing their products, part of their supply chain, or direct operations. I’m also open to other ideas here that meet the same objective. For example, if you find a foreign company that is not operating in the U.S. and you would like to examine how they could do that effectively. Next, select the area of the U.S. (or it can be the entire country) where this company operates where you will focus your analysis. Lastly, select at least five criteria (which we will develop in class) that you will analyze.  For the proposal (5%), I’d like you to submit a no more than 1-page executive summary highlighting the following:  1) Company you selected and why  2) Focus area and why (ie. marketing, operations, supply chain, etc.)  3) Region and why  4) List of at least five criteria and why  Please make sure to justify the why as if you are pitching this concept for approval to a CEO.  I will then approve it and you can proceed to the next step.  For the analysis (15%), I’d like you to submit a minimum of 3-pages single spaced, 12-point font (I’d also be open to other formats and you can pitch those in your proposal) expanding on each of the concepts above.  1) Overview of company  2) Detailed description of the focus area  3) Overview of the focus region  4) Analysis of each of the five criteria, along with a critique using your personal perspectives of how well they are doing and any areas of improvement  You will then lead a class discussion (5%). Please spend 2-3 minutes summarizing your paper and then ask at least 3 questions to engage your classmates in a conversation.  **Cultural Dimensions Exploration (10%)**  In class, we will learn more about cultural dimensions and you will explore your own cultural dimensions more deeply during this assignment. The first step will be to explore your cultural dimensions designed to build self-awareness. You will then select another country and compare/contrast your cultural dimensions to theirs and determine the most effective way to work with that other culture based on their cultural dimensions. There is no minimum length or required format, I’m looking to ensure that you understand what cultural dimensions are and how to use them.  **Global Leadership Preferences Exploration (10%)**  In class, we will learn more about global leadership preferences and you will explore your own global leadership preferences more deeply during this assignment. The first step will be to explore your global leadership preferences designed to build self-awareness. You will then select another country and compare/contrast your global leadership preferences to theirs and determine the most effective way to work with that other culture based on their results. There is no minimum length or required format, I’m looking to ensure that you understand what global leadership preferences are and how to use them.  **In-Class Activities (15%)**  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. Each class, we will have in-class activities and you will receive full credit for participating.  **Article Analysis (10%)**  This assignment is to get you thinking about operating effectively in a foreign country. Please find an article, podcast, blog, or other material that discusses how to effectively operate in a foreign country. Again, this can be broad, or it can focus specifically on any number of factors (ethics, supply chain, human resources, etc.) Please write a one (1) page single-space, Times New Roman, 12-point font paper answering the following questions at minimum: 1) Write a summary of the resource you found and the content 2) Provide a critique of your resource – Was it well-written? Thorough? Was it useful in understanding how to operate effectively in a foreign country? Why? 3) What other information would be helpful to understand? 4) Any other comments that are important to add? Please be ready to share your findings in class.  **Miscellaneous Assignments (ie. introductions, selecting project, etc.) (5%)**  Throughout the semester, I will have small assignments such as 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. |

## Smiley Professional Events – This section applies only to courses requiring Pro Events

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| There are no Pro-events required for this course. |

# Schedule

## Dates and Deadlines

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

# Other Administrative Details

## ADA / Equal Access for Students with Disabilities

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| The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. Links to UWSP’s policies regarding ADA, nondiscrimination, and Online Accessibility (IT & Communication Accessibility) can be found at: [UW Legal and Policy Information.](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 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](mailto:drc@uwsp.edu), or visit: [Disability Resource Center](http://www.uwsp.edu/drc) |

## Nondiscrimination Statement

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| No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran’s status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715‑346‑2606 or visit: [Equal Opportunity Human Resources](http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx) |

## SBE Inclusivity Statement

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| It is my intent that students from diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that the students bring in and out of class be viewed as a resource, strength, and benefit. Every person has a unique perspective and we learn from hearing many of them, but not all perspectives are represented in course readings. So, learning depends upon all of you contributing to the class with your own opinions and perspectives. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.  If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it. To do so, first go to the [Hate Bias Response Team website](https://www3.uwsp.edu/hbrt/Pages/default.aspx), 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](mailto:dos@uwsp.edu).  Further information on UWSP’s commitment to an inclusive campus can be found here: [Equity, Diversity, and Inclusion](https://www.uwsp.edu/equity-diversity-inclusion/?_ga=2.153240891.2061676798.1662211020-1646716202.1584973873) |

## Religious Beliefs Accommodation

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| 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](https://docs.legis.wisconsin.gov/code/admin_code/uws/22). |

## Help Resources

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| This section offers help resources relating to academic tutoring, healthcare, counseling, and other matter of student wellbeing. For help recourse related to technology use, please see section 1.4 above.  The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 234 Collins Classroom Center (CCC). For more information, call 715‑346‑3568 or visit: [Tutoring-Learning Center (TLC) at UWSP](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: [UWSP Student Health Services.](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: [UWSP Counseling Center.](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. 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](https://www3.uwsp.edu/dos/Pages/resources.aspx). 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.](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: [UWSP Dean of Students Anonymous Reports.](https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx) |

## Emergency Response Guide

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| In the event of an emergency, follow UWSP’s emergency response procedures. For details on all emergency response procedures, please go to: [UWSP Emergency Guidebook pdf.](https://www3.uwsp.edu/emergency/Documents/UWSP%20Emergency%20Guidebook.pdf) |

## UWSP Community Bill of Rights and Responsibilities

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

## University Attendance Policy

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

## University Drop Policy

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

## Academic Honesty

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

## Grade Reviews/Appeals

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

## Non-Academic Misconduct

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| Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university’s policies on non-academic misconduct can be found at: [UWSP Non-Academic Misconduct](https://www.uwsp.edu/dos/Pages/stu-conduct.aspx). |

## Confidentiality

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| Under FERPA, students cannot remain anonymous in a class. Students are permitted to know who else is in their class.  Learning requires risk-taking and sharing ideas. Please keep your classmates’ ideas and experiences confidential outside the classroom unless permission has been granted to share them.  This course may require students to post their work online using applications or services that have not been approved by UW-system. In this situation, the students work will only be viewable only by his or her classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. Please contact your instructor prior to the due date if you wish not to participate in these online assignments due to confidentiality concerns.  UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, go to: [UWS Digital Learning Environment External Application Integration Requests](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: [Terms of Use and Privacy Policies for Tools Used](https://www.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx)  It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful. |

## Intellectual Property - A Guide to Student Recording & Sharing Class Content

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

## Sample Coursework Permission

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

## Revision Clause

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