N455– Advanced Sound Design
Spring Semester 2014
Section 14097, 3 Credit Hours
Room IT 270 Monday 12:00pm to 2:40pm
Indiana University School of Informatics New Media, IUPUI

Instructor: Dr. Mark Pfaff
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Office Hours: Monday 3:00pm-5:00pm, and by appointment.
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Course Description
Pre-requisite: N255 and N355, or by instructor approval. This course provides an advanced understanding of sound design for picture and new media, deepening and refining the knowledge and techniques learned in N355. Students will design, record, and edit sound files, apply DSP (digital signal processing) effects, and mix a variety of audio projects using state-of-the-art technology on desktop PCs and a working audio post-production facility. Particular emphasis will be placed on learning advanced practical techniques in creating and manipulating original and hybrid sound assets for integration with other media and delivery to professional broadcast standards. In addition to practical techniques, this course will continue developing the students’ understanding of acoustics, studio design and construction, studio equipment, waveforms, microphone selection and characteristics, signal flow and gain staging, DSP, digital audio file formats and professional delivery methods, and dynamics and mix levels for various media as they relate to industry standards. Also examined are the business issues behind sound design and the relationship of sound to visuals in storytelling and interactive experiences.

In-class/Lab Projects
Students will work in the lab and in the studio (IT360) individually and in groups to practice the various roles in recording dialog, sound effects, ADR (automated dialogue replacement), Foley, music editing, and mixing.

External Assignments
Outside assignments will require access to computers with Pro Tools software and hardware. IT270 will be available by card access during normal building hours, anytime a class is not using the room. The IT building is open Monday-Thursday 7am-10pm, Friday 7am-6pm, Saturday 8am-6pm, and Sunday 11am-6pm. Students may also reserve the studio in IT360 for three-hour blocks Mon-Fri 8am-6pm. Room reservations are on the Informatics website under http://informatics.iupui.edu/technology/equipment/

Audio Equipment Checkout
Audio recording equipment is available for checkout in room IT259. The hours for checkout are limited, so make sure you plan ahead carefully. The hours are Monday through Friday 1pm-5pm (but closed 2-3pm on Tuesdays). Equipment can be reserved using the form at http://informatics.iupui.edu/technology/equipment/
There is a pool of microphones, cables, stands, and other accessories exclusively for use in IT360. You can check this equipment out using the same form for regular room and equipment reservation. Specify the equipment you need in the “Special Requests” box. A list of these items is posted in the IT360 Studio Site on OnCourse, of which all students in this course will be members.

**Course Objectives/Outcomes**

By the end of the semester, students should be able to:

- Define and make comprehensible the parameters related to professional sound design, including best practices for broadcast-quality delivery of sound materials.
- Demonstrate proficiency with audio theory and technical implementation – microphones, signal flow, audio equipment/specifications, AC/DC circuits, levels/dynamics, acoustics, frequency spectrum/response, and DSP (digital signal processing).
- Demonstrate proficiency with Pro Tools and standard studio equipment for audio recording, editing, DSP, and mixing
- Demonstrate and perform professional quality recording, editing, processing, and mixing of voiceover, dialog/ADR, sound effects, Foley, ambience, and music
- Discuss and demonstrate music selection and editing techniques
- Demonstrate creative and successful implementation of sound synchronization to video and animation
- Demonstrate creative and successful sound design for interactive systems and games
- Discuss and demonstrate the various human roles in the Sound Design Process

**Principles of Undergraduate Learning (PUL)** – each class should be able to assess learning outcomes in the following areas:

- Oral presentation
- Critical thinking
- Application of knowledge
- Understanding of society and culture

**Required Textbook:**

- **Title:** Audio in Media, 9th edition (about $40-50 used)
- **ISBN(10 Digits):** 049557239X (9th ed)
- **Authors:** Stanley Alten
- **Publisher:** Wadsworth Publishing
- **Release Date:** 2010
- **Format:** Available in hardcover or digital
- **Companion Website:** [http://www.cengage.com/search/](http://www.cengage.com/search/) and enter the title or ISBN in the search box (the actual URL is way too long)

**Weekly Quizzes**

There will be a quiz on the reading and/or video training assignments at the beginning of each class so you can check your comprehension of that material, before we move into discussing it in more depth. *If you miss a quiz, they cannot be made up*, so make sure you arrive to class on time!
**Additional Online Material:**
You will be assigned lessons from the free online course materials available from Lynda.com. The main course we’ll use is called “Audio for Film and Video with Pro Tools” but we will also use lessons from other courses as well. Those of you relatively new or inexperienced with Pro Tools will benefit from the course “Pro Tools 10: Essential Training.” You must access these courses via the IU portal:

2. Click on “Go To Lynda.com”
3. Authenticate with your IU login
4. On the **Software** pull-down menu, choose “Avid”

**More Valuable Resources:**
Those of you who are really serious about sound design should be in the habit of keeping up on the latest news, trends, and technologies in audio. Two good (and free) resources are Post Magazine (a trade magazine for the post-production industry, which has a good audio section every month), and Tape Op Magazine (a recording magazine aimed at the independent market). To get your free subscriptions visit:

- Post Magazine: [http://www.omeda.com/cgi-win/post.cgi?t=student](http://www.omeda.com/cgi-win/post.cgi?t=student)

**Required Equipment and Supplies:**
- A paper notebook and pens or pencils. An awful lot of sound design work is done with paper and pencil first. I will frequently ask you to get out a piece of paper for an exercise.
- Portable hard drive or USB thumb drive for storing projects (minimum 4-8 GB of free space). Be sure to **put your name on your drive** so when you leave it in the lab, people know who they’re stealing it from.
- High-quality headphones with a full-ear **closed-back** circumaural design (meaning the big puffy kind that goes **completely** around your ear). Make sure they have an 1/8” plug (or adapter). Suggested models are below, but equivalent or better headphones are fine.
  - **Acceptable models include:**
    - Yamaha RH2C ($30) or RH3C ($40)
    - AKG K77 ($50)
    - Audio Technica ATH-M20 ($40) or ATH-M40fs ($70)
    - Sennheiser HD202 ($30), HD203 ($50), HD 280 Pro ($100 – this is very popular with our students and are extremely high quality for this price).
    - Shure SRH440 ($100)
  - **What NOT to use:**
    - In-ear MP3-player style headphones
    - Headphones with “enhanced bass response” or any active electronics, such as noise reduction. This includes anything from Bose, Beats by Dr. Dre, or anything that takes a battery (meaning it’s got active electronics processing your audio). You want the cleanest and most accurate audio path to your ears as possible.
“Audiophile” headphones designed for music listening, rather than studio monitoring. These tend to be open-back design and often help music sound better, but you don’t want better, you want accurate.

- Behringer makes budget headphones based almost directly on the designs of good audio equipment, but with cheap parts and poor quality.
- Sony makes good sounding headphones, but they tend to fall apart faster than most other brands.

- CD-R or DVD-R disks with hard cases (about 5)
- Permanent Marker (i.e. Sharpie or similar). All homework must be turned in with your name, date, project/assignment name, and class.

**Samples and loops:** The collections of samples and loops are in a new location:

- `\in-info-store3.informatics.iupui.edu\classroom\music_and_sfx` (Windows notation)
- `smb://in-info-store3.informatics.iupui.edu/classroom/music_and_sfx` (Mac notation)
- If you are off campus, you will first have to make a VPN connection to the IUPUI network. See [http://uits.iu.edu/page/ajrq](http://uits.iu.edu/page/ajrq) for details on making VPN connections.

**Software Used:** The primary recording platform used in this class is **Pro Tools version 10**. Pro Tools has been and continues to be the industry-standard recording platform which you will find in the vast majority of professional studios (well over 90%). Pro Tools is installed in the studio in IT360 and all of the computers in our classroom (IT270), but this classroom is in high demand during the week for other classes, and you may find it hard to use the software in the classroom at times that fit your schedule. I strongly suggest that you purchase your own copy if your schedule isn’t flexible enough to find time to work in IT270. While Adobe Audition is a great entry-level tool for general audio tasks, it lacks the sophistication and functionality for professional-grade audio production. You will have a hard time achieving the level of quality and control you want in your projects for this class using entry-level tools.

Yes, software is expensive, but if you are taking advanced audio courses, you are serious enough about this sort of thing to justify making this investment. Pro Tools 10 is the most recently released version, and is fairly inexpensive at the academic price ($295 - see [http://www.sweetwater.com/store/search.php?s=pro+tools+student](http://www.sweetwater.com/store/search.php?s=pro+tools+student)). It works with almost any audio hardware, including whatever is built in to your computer. It requires an iLok dongle to store your software license ([http://www.sweetwater.com/store/detail/iLok2](http://www.sweetwater.com/store/detail/iLok2)). If you buy the software new, an iLok is included. One iLok can store authorizations for over 500 different pieces of software.

Pro Tools 10 introduced a new file format, which is not backwards compatible with Pro Tools versions 8 and 9. However, if you have an earlier version of Pro Tools, using version 10 you can “Save as…” into the older format so you can open sessions you work on in class on earlier versions of the software. Pro Tools 11 has the same file format, but due to changes in the plugin format, now includes backwards compatibility and a Pro Tools 10 license.
### pClass Schedule (may be updated at any time)

<table>
<thead>
<tr>
<th>DATE</th>
<th>IN-CLASS ACTIVITIES</th>
<th>ASSIGNED HOMEWORK (see OnCourse for due dates)</th>
</tr>
</thead>
</table>
| 1 1/13 | Syllabus and general overview of semester. Sound Design for Interactive Applications I | Sound for Interactive Media – Part 1  
BRING YOUR HEADPHONES EVERY WEEK |
| 1/20 | NO CLASS – Holiday | |
| 2 1/27 | Sound Design for Interactive Applications II | Sound for Interactive Media – Part 2 |
| 3 2/3 | Audio Fundamentals Review and Music Underscoring | Music Editing |
| 4 2/10 | Audio for Video Workflow | VO, Music, and SFX for Broadcast Version 1 |
| 5 2/17 | Editing and Production for the Internet | VO, Music, and SFX for Broadcast Version 2 |
| 6 2/24 | Evaluating Microphones | Microphone Shootout |
| 7 3/3 | Voiceover and Dialogue Recording | VO Recording Assignment |
| 8 3/10 | Consoles, Mixing, and Evaluating the Final Product | |
| 3/17 | NO CLASS – SPRING BREAK | |
| 9 3/24 | Studio Production for Radio and Television | Automated Dialogue Replacement |
| 10 3/31 | Sound Design and Sound Effects | |
| 11 4/7 | Music Recording | Final Project Begins |
| 12 4/14 | Acoustics, Loudspeakers, and Monitoring | |
| 13 4/21 | Music Mixdown | |
| 14 4/28 | Work Period/Proficiencies | |
| 15 5/5 | Final Project Critiques | |

### Class Policies and Expectations:

**Class Format and Participation.** The course will be a mixture of demonstration, discussion, critiques, and hands-on experiences. Much of the class time will be spent developing materials and applying concepts individually or in groups. You will share the results of your efforts with the class through project demonstrations and presentations.

**Attendance.** IUPUI policy is **attendance is mandatory.** Attendance is taken at the beginning of every class. Students should demonstrate professional behavior by attending class and actively participating in class activities. **Missing 3 or more classes without a reasonable excuse will automatically reduce your course grade by 10%** (that is, your class participation score will be reduced to 0). Being repeatedly late amounts to being not only absent but also disruptive, so this will diminish your participation score as well. Text messaging, spending time on Facebook, or any of the other common distractions for students sitting in a computer lab will also result in a decreased participation score at the instructors discretion.
Participation. Students are expected to ask questions and pay attentions during lectures and demonstrations. All work done in the class must pertain to the class objectives. All other work is prohibited during the class period. **The use of instant messaging, web browsing, editing your Facebook page, and/or playing video games is strictly prohibited during the entire class period.** Students will receive only one warning. **If the student chooses to continue after the first warning, one letter grade will be deducted from the final course grade.**

This course only meets 15 times in the semester, so every hour of every class meeting is important. Please reserve three hours of your life for this class meeting every week, as well as at least 9 hours outside of class for homework and to practice the concepts and techniques you learn.

Projects:
- Unless otherwise specified, all assignments must be turned in on [http://box.iu.edu/](http://box.iu.edu/) and the link submitted via the assignment on OnCourse.
- **Put your last name at the beginning of ALL file names** (e.g. “Smith_ADR-Assignment.ptx” and “Smith_Production-Notes.docx”). You will lose points if you do not do this!
- Most projects require detailed production notes (see example at the end of the syllabus). Unless otherwise specified, all documentation must be included in electronic form.
- **Projects must be turned in on time! Assignments turned in after the deadline automatically lose one letter grade, and continue losing 1 letter grade every 24 hours it is late. No Exceptions!**

The main projects are described below. Depending on the needs or interests of the class, these may be revised, combined, or broken into smaller sub-projects.

**Sound for Interactive Media**
Students will design a suite of sound assets according to the requirements of a supplied game design document. Emphasis will be placed on attention to detail with respect to the specified requirements and consistency in quality and functionality of the sounds.

**Voiceover Editing for Broadcast**
Students will edit and “spot” voiceover for a :30 television spot, which will be provided. After the VO is spotted to video, students will add volume-mapping, equalization, and compression to the VO in preparation for final mixing.

**Music Editing**
Students will be assigned music tracks in various styles and given parameters for editing that music to various lengths. This project will encompass Pro Tools session set-up, audio file import, editing and cross-fade functions, and file export (bounce). Particular attention will be paid to musical continuity and quality of edits and cross-fades.
Sound Effects and Music Underscoring
Students will synchronize sound effects and music to picture for a short video, which will be provided. Groups will import video, spot sound effects, and develop a cue sheet during this phase of the post-production process. Sound effects sources will be determined based on the cue sheet and will be created and/or imported into the Pro Tools session.

Microphone Shootout
Students will work in groups to perform a series of controlled test recordings using a variety of microphones, documenting the setup parameters and providing a written report on the functional and aesthetic differences discovered between the microphones.

Dialogue Recording and Editing for Broadcast
Students will work in groups to record dialogue in the studio for radio spots of varying lengths, mixing that content with additional supplied voiceover material. Students will also select and mix sound effects and music. Emphasis will be placed on microphone selection, placement, recording levels, and clarity of the mix.

Automated Dialogue Replacement
Students will work in groups to replace specified lines in a set of clips from a cartoon. Students will apply industry-standard procedures and documentation while applying recording and mixing techniques to achieve a seamless integration of original and new dialogue.

Final Project:
Students will record, edit, and mix at least 5 minutes of an audio-only rendering of a short story or other selection of fiction, using voice, music, and sound effects. A final CD will include all of the student’s projects completed during the semester, mastered to fit together in terms of overall volume and acoustic character.

Proficiencies:
Over the course of the semester, students will work in small groups in the studio (IT360) for hands-on practice with recording and mixing. At the end of the course, each student will demonstrate proficiency with the studio equipment, software, and procedures.
**Grading and Assessment**

Your grades on these projects include (but are not limited to) the following factors: following the project instructions, creative use of audio elements, quality of audio engineering, acceptable and consistent levels, presentation, and documentation.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Voiceover, Music, and Sound Effect Editing for Broadcast</td>
<td>10%</td>
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<tr>
<td>Music Editing</td>
<td>5%</td>
</tr>
<tr>
<td>Microphone Shootout</td>
<td>3%</td>
</tr>
<tr>
<td>Dialogue Recording for Broadcast (2 assignments)</td>
<td>10% each</td>
</tr>
<tr>
<td>Sound for Interactive Media (2 assignments)</td>
<td>15% total</td>
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<tr>
<td>Final Project</td>
<td>20%</td>
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<tr>
<td>Weekly Quizzes</td>
<td>10%</td>
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<tr>
<td>In-Class Final Project Peer Critique</td>
<td>2%</td>
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<tr>
<td>Final Proficiency</td>
<td>5%</td>
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<tr>
<td>Attendance and participation</td>
<td>10%</td>
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**Grades are based on points as indicated below:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>73-76</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>70-72</td>
<td>C-</td>
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<tr>
<td>87-89</td>
<td>B+</td>
<td>67-69</td>
<td>D+</td>
<td></td>
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<tr>
<td>83-86</td>
<td>B</td>
<td>63-66</td>
<td>D</td>
<td></td>
<td></td>
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<tr>
<td>80-82</td>
<td>B-</td>
<td>60-62</td>
<td>D-</td>
<td></td>
<td></td>
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<tr>
<td>77-79</td>
<td>C+</td>
<td>59 and below</td>
<td>F</td>
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Suggestions for Success in this Course:

1. **Attend all classes** and come to class prepared and on time.
2. **Do the readings and watch the videos before** the class when we’ll discuss and practice that material. Not doing this makes it harder for you to master these concepts and techniques, and slows down the class for everyone else.
3. **Participate in class discussions.** Talking about this stuff reinforces and deepens your understanding of the material. You will not master this material just by going through the motions. Students who don’t participate and spend their time surfing the web and updating their Facebook status invariably misunderstand the material, misunderstand the assignments, and do poorly in the class.
4. Do not leave early unless excused by the instructor.
5. Execute all assignments to the best of your ability.
6. Hand in your assignments **on time**
7. Read and **follow the directions** of the assignments
8. **Ask questions** if you are unclear about anything. There are no secrets in this class. I WANT you to understand this material well and be awesome audio engineers.
9. Check OnCourse for email and communications
10. **Read and follow the directions for the assignments** (I repeat this because students lose more points for not following the instructions than anything else.)

Class Courtesy:
- Come to class on time and be prepared.
- NEVER do homework, answer emails, play games, or otherwise ignore what’s going on in this class or you will be asked to leave. If you are typing, it should be the notes you are taking. Other students will get annoyed with you quickly when everything has to be explained to you twice because you weren’t paying attention the first time.
- Turn off your cell phones and other noisy devices. Please wait until after class to take care of your text messages.
- Pay attention to your classmates when they are presenting/talking/demonstrating.
- All students are responsible for reading the Code of Student Rights, Responsibilities, and Conduct of Indiana University Purdue University Indianapolis.
- Children are NEVER permitted to attend class with parents, guardians, or childcare providers.

Additional Requirements for Graduate Students Taking NEWM-N455 for graduate credit:
Graduate students must complete additional work above and beyond the undergraduate requirements for the course described above. This will take the form of an extended production project (such as setting voice, music, and sound effects to a video clip) or a research project (such as a written report on advanced topics related to sound design). The exact requirements, deliverables, and deadlines will be determined by the instructor based on the student’s areas of expertise and academic goals. The expected amount of effort is approximately 45 additional hours of work spread over the course of the semester, or approximately 3 hours per week.

Please note that this syllabus may be updated at any time. The latest version will always be posted on OnCourse.
University Expectations/Guidelines/Policies

MISSION STATEMENT
The Mission of IUPUI is to provide for its constituents excellence in
- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by
- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI’s mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University’s Strategic Directions Charter.

STATEMENT OF VALUES
IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

CODE OF CONDUCT
All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct. Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. https://www.indiana.edu/~istd You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com. http://www.ulib.iupui.edu/libinfo/turnitin
Academic Misconduct:

1. Cheating: Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
   c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
   d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
   e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
   h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication: A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism: Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
      1. directly quoting another person’s actual words, whether oral or written;
      2. using another person’s ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
      5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

4. Interference: A student must not steal, change, destroy, or impede another student’s work,
nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

**OTHER POLICIES**

1. **Attendance:** University Regulations state: “Students are expected to be present for every meeting of the classes in which they are enrolled.” Only the instructor can excuse a student from classes or course responsibilities. There are always legitimate reasons for missing class. Personal illness, accident, a death or serious illness in the immediate family, athletic trips, scheduled interviews, plant visits, and field trips, or other circumstances may make your class attendance impossible. Each of these situations will be evaluated on an individual basis. Students should make direct contact with his/her instructor preferably before a class. If the instructor cannot be reached in person, by e-mail, or by telephone, the student should leave a message in the instructor’s department mailbox. Students can only make up work from an authorized absence and permission from the instructor.

2. **Incompletes:** The IUPUI Campus Bulletin presents the campus policy on incompletes, noting that a grade of incomplete may be assigned by an instructor when exceptional circumstances, such as illness, prevent students from finishing all works required in a course. The grade of I will be awarded only if the work is mostly complete, generally 75 to 80 percent, and of passing quality. The key decision in deciding whether or not to give an incomplete involves assessing whether or not the student has completed, at a passing level, enough of the course and whether "exceptional circumstances" apply. Exceptional circumstances can include the serious illness of the student, spouse or partner, child, or parent; or a fire or accident that interrupts the end of the semester. Note that an incomplete is never warranted as a remedy for procrastination.

3. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: [http://registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html)

4. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color,
religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

5. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

6. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit [http://aes.iupui.edu](http://aes.iupui.edu) for more information.

7. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student’s responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.