



IUPUI

SCHOOL OF INFORMATICS AND COMPUTING

DEPARTMENT OF HUMAN-CENTERED COMPUTING
Indiana University–Purdue University
Indianapolis

INFO-H 543 Interaction Design Methods

Department of Human-Centered Computing
Indiana University School of Informatics and Computing, Indianapolis
Fall 2016

Section No.: 24620 *Credit Hours:* 3
Time: Mondays 6:00–8:40 pm
Location: SL 011, Engineering Science & Technology
723 W Michigan Street, Indianapolis, IN 46202 [\[map\]](#)
First Class: August 22, 2016
Last Class: December 12, 2016

Instructor: Aqueasha Martin-Hammond, Ph.D.
Assistant Professor, Human-Computer Interaction

Office Hours: By Appointment

Office: IT 585, Informatics & Communications Technology Complex
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Prerequisites: None (it is recommended to take I541 before on in parallel to this class)

Course Description

Web usability principles (theory) and practices are covered with a semester long project that draws upon relationships between Web and software design and usability engineering. Students also learn a collection of user requirement and testing processes and techniques for the development of more usable interactive systems.

Extended Course Description

The course will cover the principles and methodological foundations of usability evaluation, highlighting the implications of usability for the requirements and design activity of HCI applications. Topical focus will be on understanding usability fundamentals for the web, interactive software, mobile applications, as well as emerging devices and technologies, in the context of information-intensive domains. The most important families of usability evaluation methods will be addressed, including analytical evaluation (inspection methods) and usability testing, with an emphasis on the conceptual tools for evaluation, the evaluation process, problem modeling and analysis, qualitative and quantitative usability analysis, feedback elaboration for design or re-design, as well as the documentation and communication of the findings. Students will apply the evaluation methods on real, non-trivial interactive systems, and will learn how to gain usability insights, inform redesign and communicate the findings to the relevant stakeholders. Weekly readings on the textbook will be integrated with academic and professional articles and reports.

Required Text(s):

Title: Measuring the User Experience
Author(s): Tom Tullis and Bill Albert
Edition: 2nd Edition
Publisher: Morgan Kaufmann
Book site: <http://measuringuserexperience.com/>
ISBN: 978-0124157811

Available through Library (Login Required): <http://iucat.iu.edu/catalog/14696686>

Available at Amazon.com: https://www.amazon.com/Measuring-User-Experience-Second-Technologies/dp/0124157815/ref=dp_ob_title_bk

Recommended Text(s):

Title: Beyond the Usability Lab: Conducting Large Scale Online User Experience Studies
Author(s): Bill Albert, Tom Tullis, and Donna Tedesco
Publisher: Morgan Kaufmann
Book site: <http://www.beyondtheusabilitylab.com/>
ISBN: 9780123748928

Available through Library (Login Required): <http://iucat.iu.edu/catalog/14281415>

Additional Readings (s):

Title: Handbook of Usability Testing
Author(s): Jeffrey Rubin and Dana Chisnell
Edition: 2nd Edition
Publisher: Morgan Kaufmann
ISBN: 978-0470185483

Available through Library (Login Required): <http://iucat.iu.edu/catalog/14699561>

Title: Observing the User Experience
Author(s): Elizabeth Goodman
Edition: 2nd Edition
Publisher: Morgan Kaufmann
Book site: <http://measuringuserexperience.com/>
ISBN: 9780123848697

Available through Library (Login Required): <http://iucatsiu.edu/catalog/11683549>

Available at Amazon.com: https://www.amazon.com/Measuring-User-Experience-Second-Technologies/dp/0124157815/ref=dp_ob_title_bk

Title: User Interface Design and Evaluation
Author: Stone, Jarrett, Woodroffe, and Minocha
Publisher: Morgan Kaufmann
Available on Amazon: [direct link](#)

(Highly) Recommended but not required:

Title: A Practical Guide to Usability Testing
Author: Dumas and Redish
Publisher: Intellect Ltd.
ISBN: 978-1841500201

Title: The Design of Everyday Things
Author: Don Norman
Publisher: Basic Books
ISBN: 978-0465050659

Course Objectives and Learning Outcomes

Each student will acquire knowledge and the ability to explain terms and concepts related to the following range of usability topics:

- usability theory, terms, and the applied techniques
- recall of design guidelines and principles
- concepts, process and techniques for analytical (inspection) methods
- traditional usability testing methods, process and technical equipment
- analyzing usability data (qualitative and quantitative)
- reporting and communicating usability findings
- using usability results to inform redesign

At the end of the class, students will be able to plan and perform a systematic, comprehensive and accurate usability evaluation of a complex interactive application (desktop, web, or mobile) and deliver a professional usability evaluation report.

Course Communication Policies

Students are required to post class-related questions (e.g. assignments) to the Questions Discussion board in Canvas so that the rest of the class can benefit from the answer. Questions about assignments that are emailed directly to the instructor will not be answered.

For issues not appropriate to be shared with the rest of the class, email the instructor at aqumarti@iupui.edu.

Expectations, Guidelines, and Policies

Attendance:

A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and assignments. Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. More than four absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

Incomplete:

The instructor may at her discretion assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable.

Late Work:

Assignments are due at the beginning to the class period unless otherwise indicated by the instructor. **Late assignments will not be accepted without prior approval or except in cases of unforeseen emergency.** If students are unable to fully complete an assignment by the deadline, they are strongly encouraged to submit their assignment in its current state for partial credit consideration.

Grading Information

1. Class Participation (Individual)	10%
2. Usability Reflections (Individual)	5%
3. Project Proposal (Group)	5%
4. Project Milestones (Group)	15%
Cognitive Walkthrough	5%
Contextual Inquiry & Interviews	5%
Heuristic Evaluation	5%
5. Midterm Report	30%
Midterm Presentation (Individual)	5%
Midterm Presentation (Group)	5%
Midterm Report (Group)	20%
6. Test Plan and Protocol (Group)	5%
7. Final Project	30%
Final Presentation (Individual)	5%
Final Presentation (Group)	5%
Final Report (Group)	20%
Total	100%

Explanation of Grade Components and Expectations

1. **Class Participation (Individual)** – The class participation grade is based on the evaluation of the following activities:
 - a. Each week, students are expected to come to class prepared with an understanding of the reading assignments that support the lecture and to engage in purposeful discussion related to the reading materials
 - b. Proactive participation in class discussion and quality of questions posed during discussion
 - c. Participation in in-class activities
2. **Usability Reflections (Individual)** – The usability reflections grade is based on the evaluation of the following activities:
 - a. Weekly presentation of relevant usability articles, methods, or tools for class discussion.
 - b. Each student will be required to select and present at least once during the semester
3. **Project Proposal (Group)** – The project proposal grade is based on the evaluation of the following activities:
 - a. Identifying a client to work with throughout the semester (Requirements for choosing a client will be provided in class and on Canvas)
 - b. Submission of proposal document (Guidelines for proposal writing will be provided in class and on Canvas)
4. **Project Milestones (Group)** – The project milestones grade is based on the evaluation of the following:
 - a. Submission of cognitive walkthrough, contextual inquiry and interviews, and heuristic evaluation following the guidelines provided in class
5. **Midterm Report (Individual + Group)** – The midterm report grade is based on the evaluation of the following:
 - a. The group Midterm Presentation will be evaluated based on the following criteria: organization/structure of the presentation, timing, richness/saliency, clarity, cohesiveness, and delivery. (Guidelines for the midterm presentation will be provided in class and on canvas)
 - b. Each team member will also be evaluated based on their individual contribution.
 - c. Submission of the Midterm Report following the guidelines provided in class.
6. **Test Plan and Protocol (Group)** – The test plan and protocol grade is based on evaluation of the following:
 - a. Submission of the test plan and protocol documents following the guidelines provided in class
7. **Final Report (Individual + Group)** – The midterm report grade is based on the evaluation of the following:
 - a. The group Final Presentation will be evaluated based on the following criteria: organization/structure of the presentation, timing, richness/saliency, clarity, cohesiveness, and delivery. (Guidelines for the midterm presentation will be provided in class and on canvas)
 - b. Each team member will also be evaluated based on their individual contribution.
 - c. Submission of the Final Report following the guidelines provided in class

Weekly Schedule

* Reading Available on Canvas Site

Date	Reading Assignments Due and Topics Covered	Lectures and Class Activities	Project Milestones Due
WK: 1 Aug. 22	1. JN Alert Box: Usability 101 2. JN Alert Box: Misconceptions about Usability . 3. TEDTalks: Don Norman on Design & Emotion 4. Chapter 20: Why evaluation – Stone*	Course Introduction and Overview Form Project Teams	
WK: 2 Aug. 29	1. Modeling Users: Personas and Goals* 2. Task Analysis* 3. How User Scenarios Help to Improve Your UX 4. UX Matters: What's the difference between a Heuristic Review & a Cognitive Walkthrough?	User/Task/Environment Analysis Personas and Scenarios Competitive Analysis	Identify Client and Project
WK: 3 Sep. 5	1. Usability Assessment Methods by Nielsen* 2. Stone's Chapter 9, 16 and 17*	** LABOR DAY – NO CLASS **	Project Proposal – Due 9/9/2016 12 midnight
WK: 4 Sep. 12	1. The Cognitive Walkthrough Method: A Practitioner's Guide* 2. Usability Heuristics - Nielsen* 3. Evaluating Web Usability with MiLE+ - Available on Canvas* 4. 6 Steps to Identifying Usability Problems	Inspection Methods: Cognitive Walkthrough & Heuristic Evaluation	
WK: 5 Sep. 19	1. Contextual Design by Beyer & Holtzblatt* 2. Nielsen's heuristics 3. NN/G How to Conduct a Heuristic Evaluation 4. Smashing Mag: A guide to Heuristic Reviews	Contextual Inquiry (Direct Observation) Interviews and Focus Groups	Cognitive Walkthrough
WK: 6 Sep. 26	1. Chapter 3: Planning a Usability Study – Tullis & Albert 2. Chapter 2: Planning the Study– Albert, Tullis, Tedesco 3. Chapter 11: Usability Tests –	UX Visit(Tentative)	Contextual Inquiry Interviews

	Kuniavski		
WK: 7 Oct. 3	<ol style="list-style-type: none"> 1. Chapters 4 : Performance Metrics - Tullis and Albert 2. Chapter 5: Issue-Based Metrics - Tullis and Albert 	Planning a Usability Study Identifying Research Questions Research Questions to Metrics	Heuristic Evaluation
WK: 8 Oct. 10		Midterm Presentations - 10/10/2016	Midterm Report Due - 10/14/2016
WK: 9 Oct. 17	<ol style="list-style-type: none"> 1. Chapter 6 : Self-Reported Metrics - Tullis and Albert 2. Chapter 7 : Behavioral Metrics - Tullis and Albert 	** FALL BREAK - NO CLASS **	List of Research Questions
WK: 10 Oct. 24	<ol style="list-style-type: none"> 1. Chapter 5: Develop the Test Plan – Rubin & Chisnell 2. Chapter 3: Designing the Study – Albert, Tullis, Tedesco 		Draft of Test Plan
WK: 11 Oct. 31	<ol style="list-style-type: none"> 1. Chapter 4: Piloting and Launching the Study -- Albert, Tullis, Tedesco 2. Are five users enough? – Available on Canvas 3. Why you only need to test with 5 users – Available on Canvas 4. Introduction to Web Accessibility 5. Diversity of Web Users 6. Accessibility Principles 7. Web Accessibility Guidelines Other Resources: WebAIM SIG ACCESS	Developing a Test Plan Piloting Design and Testing with Diverse Populations	
WK: 12 Nov. 7	<ol style="list-style-type: none"> 1. Chapter 4: Skills for Moderators – Rubin & Chisnell 2. Identifying and Validating Assumptions and Mitigating Bias in User Research 	Conducting The Study and Managing Bias	Final Test Plan and Protocol Begin Recruitment
WK: 13 Nov. 14	<ol style="list-style-type: none"> 1. Chapter 11: Analyze Data and Observations - Rubin & Chisnell 2. Describing Usability Problems: Are we sending the right message* 3. Stone’s Chapter 28* 4. Making Usability Problems 	Reflecting and Working with Data (Analysis and Interpretation) Communicating Results	Update on Usability Testing

	Actionable: Five Tips for Writing Better Reports		
WK: 14 Nov. 21	1. Understanding Usability Practice in Complex Domains* 2. Usability Evaluation Considered Harmful (Some of the Time)*	UX Panel (Tentative)	Preliminary Results
WK: 15 Nov. 28	Independent Work Week		
WK: 16 Dec. 5	Final Class Presentation		
WK: 17 Dec. 12	Final Report Delivery		

Grading Scale:

A+	97 – 100	Outstanding achievement, given at the instructor’s discretion
A	93 – 96.99	Excellent achievement
A–	90 – 92.99	Very good performance and quality of work
B+	87 – 89.99	Good performance and quality of work
B	83 – 86.99	Modestly acceptable performance and quality of work
B–	80 – 82.99	Marginal acceptable performance and quality of work
C+	77 – 79.99	Unacceptable work (Course must be repeated for credit)
C	73 – 76.99	Unacceptable work (Course must be repeated for credit)
C–	70 – 72.99	Unacceptable work (Course must be repeated for credit)
D+	67 – 69.99	Unacceptable work (Course must be repeated for credit)
D	63 – 66.99	Unacceptable work (Course must be repeated for credit)
D–	60 – 62.99	Unacceptable work (Course must be repeated for credit)
F	Below 60	Unacceptable work (Course must be repeated for credit)

No credits toward major, minor, or certificate requirements are granted for a grade below B–.

Additional Resources

HCI - General

- A good starting point for additional references on the topics covered in the class is the References section of the assigned academic papers and of the required and recommended textbooks.
- For an extensive HCI bibliography repository, see: <http://hcibib.org>
- Book website of Measuring the User Experience?, featuring additional resources, usability case studies and examples: <http://measuringuserexperience.com>

The Usability Professionals’ Perspective

Web, Interaction Design, and Usability-related newsletters, blogs, and sites. I suggest to periodically check these resources to gain novel insights in the field.

- Jakob Nielsen's website: <http://www.useit.com>
- Don Norman's website: <http://www.jnd.org>
- Nielsen/Norman Group (NN/g) website: <http://www.nngroup.com>
- UX Matters: <http://www.uxmatters.com>
- Bruce Tognazzini's web resources: <http://www.asktog.com/menus/designMenu.html>
- User Interface Engineering and Jared Spool: <http://www.ue.com>
- Interaction Design at Cooper: <http://www.cooper.com/journal>
- Usability Professionals' Association: <http://www.upassoc.org>
- UPA Journal of Usability Studies:
http://www.upassoc.org/upa_publications/jus/index.html

Academic Conferences and Journals

- *Interactions* magazine on ACM Digital Library (papers accessible available from IUPUI campus network) - <http://interactions.acm.org>
- [CHI Proceedings Series](#); the premiere annual conference in Human-Computer Interaction
- Human-Computer Interaction Journal: one of the leading journal in the HCI field. Papers (up to 2007) freely accessible through [IUPUI library here](#). Website: <http://hci-journal.com/>

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. **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.
2. **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. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. 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.
3. **Communication:** For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.
4. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit <http://life.iupui.edu/caps/>.
5. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course

evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student.

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> for more information.
7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
8. **Emergency preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>
9. **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
10. **No class attendance without official enrollment.** Only those who are officially enrolled in this course may attend class unless they are enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. <http://registrar.iupui.edu/official-enrollment-class-attendance.html>
Children may *not* attend class with their parents, guardians, or childcare providers.
11. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
12. **Student advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit <http://studentaffairs.iupui.edu/advocate>.

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.

IUPUI Policy on Disability Accommodations

Students needing accommodations because of disability will need to register with Adaptive Educational Services (Links to an external site.) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 274-3241.

IUPUI Policy on Religious Holidays

IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances must submit a request in writing to the course instructor by the end of the second week of the semester and should use the Request for Course Accommodation Due to Religious Observance Form (Links to an external site.). More information on the IUPUI Policy on Religious Holidays is available here: <http://registrar.iupui.edu/religious.html> (Links to an external site.).

IUPUI Policy on Academic Integrity:

The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For definitions of these activities, visit <http://studentcode.iu.edu/responsibilities/academic-misconduct.html> (Links to an external site.).

For information on how faculty and students are expected to handle cases involving academic misconduct, visit <http://registrar.iupui.edu/misconduct.html> (Links to an external site.). Additional information about the rights and responsibilities of IU students is available at <http://studentcode.iu.edu/> (Links to an external site.).

IUPUI Policy on Sexual Misconduct

As your instructor, one of my responsibilities is to help create a safe learning environment on our campus. Title IX and our own Sexual Misconduct policy prohibit sexual misconduct. If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to speak to someone confidentially, please visit <http://stopsexualviolence.iu.edu/help/index.html> (Links to an external site.) (Links to an external site.) for contact information.

It is also important that you know that federal regulations and University policy require me to promptly convey any information about potential sexual misconduct known to me to our campus' Deputy Title IX Coordinator or IU's Title IX Coordinator. In that event, they will work with a small number of others on campus to ensure that appropriate measures are taken and resources are made available to the student who may have been harmed.

Protecting a student's privacy is of utmost concern, and all involved will only share information with those that need to know to ensure the University can respond and assist.

I encourage you to visit stopsexualviolence.iu.edu (Links to an external site.) (Links to an external site.) to learn more about available resources on campus and in the community.

Education and Title VI

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance.