INFO I101

Introduction to Informatics

Department of Human-Centered Computing
Indiana University School of Informatics and Computing
IUPUI

Semester: Fall 2021
Section Number: 37294
Credit Hours: Four credit hours
Course Web Site: http://canvas.iu.edu

In-Person. Class meets in IT 160.

Monday and Wednesday, 3:00pm to 4:50pm

Instructor: Francesco Cafaro
Email Address: fcafaroiu.edu

Course Description

Problem solving with information technology; introductions to information representation, relational databases, system design, propositional logic, cutting edge technologies; CPU, operating systems, networks; laboratory emphasizing information technology including web page design, word processing, databases, using tools available on campus.

Prerequisites: There are no prerequisites for this course.
**Contact Information**

<table>
<thead>
<tr>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<td><strong>e-mail</strong></td>
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<tr>
<td><strong>Office</strong></td>
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<td><strong>Office hours</strong></td>
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**Required Textbooks**

1) Jon Duckett, *HTML and CSS: Design and Build Websites*, Paperback

**Required Online Resource**

Through this course, you will read and present extracts from the chapters of this online book:

*The Encyclopedia of Human-Computer Interaction*, 2nd Ed.

The book is freely available online at:


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**Software**

IUPUI students can freely download the software that we use in this class (Adobe Creative Cloud) at: [https://iuware.iu.edu](https://iuware.iu.edu)

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**Prototypes/Wireframes**

Axure: [https://www.axure.com/edu](https://www.axure.com/edu)
COVID-19 and this class

Remember: Face Masks

In compliance with IU policies, face masks are required at all times. Please do your best to keep yourself and others healthy by frequently checking the most updated CDC guidelines (for example, do not use masks with a breathing valve, or bandanas). Wear your mask properly: it should cover your nose, mouth, and chin. Remember that food and drinks are not allowed in classrooms, so there is no reason to remove your mask at any time.

Failure to comply with these requirements may result in dismissal from the university.

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A statement about COVID-19 and Class Policies

I understand that the COVID-19 situation can still be challenging for many. To allow for additional flexibility during the pandemic, some class policies have been relaxed compared to previous editions of the class, as outlined below.

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Class Deliverables and Assignments

Assignments are due at 11:59 pm the day BEFORE class (unless otherwise specified). If you submit an assignment between 1 minute and 24 hours after the deadline, the penalty is 20% of the score. Starting 24 hours after the submission deadline, the assignment will count 0 points towards your final score, as the system will simply not allow you to submit your work.

Only for Fall 2021: If there are specific situations that arise from COVID-19 and that impact your work in this class, let me know as soon as possible, so that we can identify alternative assignments or extended deadlines.

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Attendance Policy

A lot of the learning that occurs in this class depends on your participation in the class activities and discussions. For this reason, attendance is mandatory. Only for Fall 2021, however, attendance will not directly impact your grade.

Furthermore, you are *required* to be in class when your group is delivering a group project presentation. If you do not show up, you will receive 0 points for that activity.

Only for Fall 2021: If there are specific situations that arise from COVID-19 and that prevent you from participating in one of the group presentations, let me and your groupmates know as soon as possible so that we can reschedule the presentation for your group, or setup a Zoom room so that you can join remotely.
**LEARNING OBJECTIVES**

By the end of the semester, you will be able to design websites on the basis of the users' requirements; create webpages using HTML and CSS; write statements in Javascript - including defining variables and using Javascript constructs; use object-oriented programming languages; explain what is a script and how to create one; store and access data; visualize data sets; and, explain introductory concepts of Human-Computer Interaction.

<table>
<thead>
<tr>
<th></th>
<th>PLO</th>
<th>PLUS</th>
<th>RBT</th>
<th>PUL</th>
<th>SC</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Define hypertext and webpages terms.</td>
<td>A1</td>
<td>P1.4</td>
<td>1</td>
<td>3</td>
<td>4.3</td>
<td>Online Discussions and Project Presentations and Discussions</td>
</tr>
<tr>
<td>2. Script webpages using HTML5 tags, attributes, and elements.</td>
<td>B3</td>
<td>P3.2</td>
<td>6</td>
<td>1B, 2</td>
<td>4.3</td>
<td>Lab Assignments 1-3-4; Programming Assignment 1; Group Project</td>
</tr>
<tr>
<td>3. Use cascading style sheet (CSS) to specify the presentation of a webpage.</td>
<td>B3, C3</td>
<td>P.1.4, P3.2</td>
<td>3</td>
<td>1B, 2</td>
<td>4.3</td>
<td>Lab Assignments 5-6; Programming Assignment 2; Group Project</td>
</tr>
<tr>
<td>4. Transfer files to a server so that webpages can be accessed on the Internet.</td>
<td>A1</td>
<td>P1.4</td>
<td>3</td>
<td>3</td>
<td>4.3</td>
<td>Group Project</td>
</tr>
<tr>
<td>5. Design and explain basic algorithms</td>
<td>B2, B3, D2</td>
<td>P1.1, P1.4, P3.2</td>
<td>1</td>
<td>3</td>
<td>1.3, 3.1, 3.2, 3.3, 4.3, 4.4</td>
<td>Programming Assignments 3; Lab Assignments 7-8-9; Online Discussions</td>
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</tr>
</tbody>
</table>
| **6. Define variables and construct statements JavaScript.** | B3 | P.3.2 | 1 | 1B | 1.3, 3.1, 3.2, 4.3, 4.4 | • Programming Assignment 3  
• Lab Assignments 7-8-9  
• Group Project |
| **7. Write expressions using arithmetic, relational, and logical operators.** | A2, B3 | P.2.3, P.3.2 | 6 | 1B | 1.3, 3.1, 3.2, 4.3, 4.4 | • Programming Assignment 3  
• Lab Assignments 7-8-9  
• Group Project |
| **8. Compose conditional and compound statements.** | A2, B3 | P.2.3, P.3.2 | 6 | 1B | 1.3, 3.1, 3.2, 4.3, 4.4 | • Programming Assignment 3  
• Lab Assignments 7-8-9  
• Group Project |
| **9. Create JavaScript functions with correct syntax and semantics.** | B3 | P.3.2 | 6 | 1B | 1.3, 3.1, 3.2, 4.3, 4.4 | • Programming Assignment 3  
• Lab Assignments 7-8-9  
• Group Project |
| **10. Understand concepts in statistics at an introductory level (including descriptive statistics, inference, probability, and regression analysis) and use them to evaluate user interfaces.** | A2, A3, A4, E2 | P.1.4, P.2.3, P.4.4 | 2 | 1B | 3.1, 3.2, 3.3, 3.4, 4.2, 4.3, 4.4 | • Online Discussions and Presentations  
• Discussions |
<p>| <strong>11. Place data in a spreadsheet and correctly format a table</strong> | A4 | P.1.4 | 3 | 3 | 1.3, 3.1, 3.2 | • Group Project |</p>
<table>
<thead>
<tr>
<th>12. Apply functions in spreadsheets to manipulate data and create meaningful charts</th>
<th>A4, C3</th>
<th>P1.4, P3.2</th>
<th>3</th>
<th>1B, 2</th>
<th>1.3, 3.1, 3.2, 4.3, 4.4</th>
<th>• Group Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Discuss current topics in Informatics and Human-Computer Interaction</td>
<td>E2</td>
<td>P4.4</td>
<td>2</td>
<td>2–6</td>
<td>1.3, 4.6</td>
<td>• Online Discussions and Project Presentations and Discussions</td>
</tr>
<tr>
<td>14. Use concepts in human-computer interaction and user experience to design and evaluate a website</td>
<td>D2, E2, F3, F6</td>
<td>P1.1, P1.4, P4.2, P4.4</td>
<td>4, 5</td>
<td>2, 3</td>
<td>1.3, 4.3, 4.4, 4.6</td>
<td>• Online Discussions and Project Presentations and Discussions • Lab assignment 2</td>
</tr>
</tbody>
</table>

RBT: Revised Bloom’s Taxonomy;
PUL: Principle of Undergraduate Learning
SC: Statewide Competency Domain and Learning Outcome
PLO: Program Level Learning Outcome. In this class, the level of learning is Introductory (I) for all the listed PLOs
PLUS: Profiles of Learning for Undergraduate Success.

Course-Relevant Statewide Competency Domain and Learning Outcome

1. Written Communication
   1.3. Read critically, summarize, apply, analyze, and synthesize information and concepts in written and visual texts as the basis for developing original ideas and claims.
   1.4. Demonstrate an understanding of writing assignments as a series of tasks including identifying and evaluating useful and reliable outside sources.
   1.5. Develop, assert and support a focused thesis with appropriate reasoning and adequate evidence.
   1.7. Demonstrate proficiency in reading, evaluating, analyzing, and using material collected from electronic sources (such as visual, electronic, library databases, Internet sources, other official databases, federal government databases, reputable blogs, wikis, etc.).

2. Speaking and Listening
   2.1. Use appropriate organization or logical sequencing to deliver an oral message.
3. Quantitative Reasoning
   3.1. Interpret information that has been presented in mathematical form (e.g. with functions, equations, graphs, diagrams, tables, words, geometric figures).
   3.2. Represent information/data in mathematical form as appropriate (e.g. with functions, equations, graphs, diagrams, tables, words, geometric figures).
   3.3. Demonstrate skill in carrying out mathematical (e.g. algebraic, geometric, logical, statistical) procedures flexibly, accurately, and efficiently to solve problems.
   3.4. Analyze mathematical arguments, determining whether stated conclusions can be inferred.

4. Scientific Ways of Knowing
   4.2 Distinguish between scientific and non-scientific evidence and explanations.
   4.3 Apply foundational knowledge and discipline-specific concepts to address issues or solve problems.
   4.4 Apply basic observational, quantitative, or technological methods to gather data and generate evidence-based conclusions.
   4.6 Locate reliable sources of scientific evidence to construct arguments related to real world issues.

Principles of Undergraduate Learning (PULs)

This course is designed to demonstrate IUPUI’s principles of undergraduate learning (PULs).

1A. Core communication: written, oral and visual skills Some emphasis
1B. Core communication: quantitative skills Some emphasis
1C. Core communication: information resources skills Some emphasis
2. Critical thinking Major emphasis
3. Integration and application of knowledge Some emphasis
4. Intellectual depth, breadth, and adaptiveness Moderate emphasis
5. Understanding society and culture No emphasis
6. Values and ethics Some emphasis

Program-level Learning Outcomes (PLO)

The following are the PLOs relevant to this course. Because this is an introductory class, we expect an introductory (I) level of knowledge for all the course PLOs.

A. Foundations of Informatics and Computing
   A1. Explain the fundamentals of computer hardware and software
   A2. Apply knowledge and skills of logic and discrete mathematics
   A3. Explain the concepts of statistics and probability
   A4. Describe data and information representation

B. Problem Solving and Critical Thinking
   B2. Explain programming concepts of procedural and object-oriented programming
   B3. Create computer programs in one or more programming language

C. Data Studies and Analytics
   C3. Create effective visualizations to analyze and communicate data

D. Analysis and Design of Information Systems
   D2. Develop user requirements
E. Social Dynamics of Informatics and Information Technology
   Interpret major societal trends affecting the development and deployment of technology, such as access, privacy, intellectual property, security, and equity

F. Professional Skills and Ethics
   F3. Interpret constructive feedback
   F6. Work collaboratively as part of a team

Please visit https://soic.iupui.edu/undergraduate/degrees/informatics/learning-outcomes/ to view the complete list of the program-level learning outcomes for B.S. in Informatics.

IUPUI Profiles of Learning for Undergraduate Success (PLUS)

The following are the relevant profiles for this course:

P1.1 Communicator – Evaluates information
P1.4 Communicator – Conveys ideas effectively
P2.3 Problem Solver – Analyzes, synthesizes, and evaluates
P3.2 Innovator – Creates/designs
P4.2 Community Contributor – Respectfully Engages Own and Other Cultures*
P4.4 Community Contributor – Anticipates consequences

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CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Mon Aug 23, 2021</td>
<td>Introduction to the Course; Introduction to Informatics; Introduction to HTML</td>
</tr>
<tr>
<td></td>
<td>HTML Lab 1. Setting up Adobe Dreamweaver. First HTML page.</td>
</tr>
<tr>
<td></td>
<td>Assignment Lab 1 - HTML Setup</td>
</tr>
<tr>
<td>Mon Aug 30, 2021</td>
<td>[HCI] Designing for Human-Computer Interaction</td>
</tr>
<tr>
<td>Wed Sep 1, 2021</td>
<td>[HCI] Introduction to Statistics for HCI. Types of data.</td>
</tr>
<tr>
<td>Mon Sep 6, 2021</td>
<td><del>LABOR DAY</del></td>
</tr>
<tr>
<td>Wed Sep 8, 2021</td>
<td>[LAB 2] UX Design Lab</td>
</tr>
<tr>
<td>Mon Sep 13, 2021</td>
<td>[HTML] Markup, Text, Lists, Images, Tables, Hyperlinks</td>
</tr>
<tr>
<td>Wed Sep 15, 2021</td>
<td>[LAB 3] HTML Lab I</td>
</tr>
<tr>
<td>Wed Sep 22, 2021</td>
<td>[LAB 4] HTML Lab II</td>
</tr>
<tr>
<td>Mon Sep 27, 2021</td>
<td>[PROJECT] Initial Presentations</td>
</tr>
<tr>
<td>Wed Sep 29, 2021</td>
<td>1:1 Meetings with Instructor (HTML)</td>
</tr>
</tbody>
</table>
Wed Oct 13, 2021  [LAB 6] CSS Lab II
Mon Oct 18, 2021  1:1 Meetings with Instructor (CSS)
Mon Nov 1, 2021  [JAVASCRIPT] DOM. Functions.
Wed Nov 3, 2021  [LAB 8] Javascript lab II
Mon Nov 15, 2021  [PROJECT] Group Work; Group Meetings with Instructor
Wed Nov 17, 2021  [PROJECT] Intermediate Presentations
Mon Nov 22, 2021  ~~~THANKSGIVING BREAK~~~
Wed Nov 24, 2021  ~~~THANKSGIVING BREAK~~~
Mon Nov 29, 2021  1:1 Meetings with Instructor (JavaScript)
Wed Dec 1, 2021  [PROJECT] Moving the project online
Mon Dec 6, 2021  [PROJECT] Group Work
Wed Dec 8, 2021  [PROJECT] Final Presentations
Mon Dec 13, 2021  [PROJECT] Group Work and Submission

Final Website Online

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**GRADES**

**Lab Activities (24 points)**
- Lab 1 (1 point)
- Lab 2 (2 points)
- Lab 3-9 Assignments (3 points each)

**Programming Assignments (21 points)**
- Programming Assignment #1 - HTML (7 points)
- Programming Assignment #2 - CSS (7 points)
- Programming Assignment #3 - JavaScript (7 points)

**Online Discussions – Topics in Human-Computer Interaction (10 points)**
- Chapter 2: Human-Computer Interaction (2 points)
- Chapter 3: User Experience and Experience Design (2 points)
- Chapter 5: Visual Representation (2 points)
- Chapter 35: Data Visualization for Human Perception (2 points)
- Chapter 42: Design for All (2 points)

**Project (Group Work) (37 points)**
- Individual Webpage with Project Idea (2 points)
- Project Report #1-5 (2 points)
- Initial Presentation (5 points)
- Intermediate Presentation (5 points)
- Final Presentation (5 points)
- Final Website (10 points)

**Participation (8 points)**
- Peer Evaluation #1 (1 point)
- Peer Evaluation #2 (1 point)
- Peer Evaluation #3 (1 point)
- In-Class Participation (5 points)

**COURSE POLICIES**

**Grading**
Grades will be assigned using the IUPUI grading scale: [http://registrar.iupui.edu/gradecover.html](http://registrar.iupui.edu/gradecover.html)

You will receive a score (points) for each graded assignment or group work. The sum of all points that you can receive during the semester is 100. In order to compute your final grade, you can simply add up all the points that you received during the semester, and convert your score to a letter grade using the table below.

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Score</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>&gt;=99</td>
<td>Professional Level Work; Highly Contributed to the Learning Environment and Autonomously Explored Extra-Curricular Areas of Informatics</td>
</tr>
<tr>
<td>A</td>
<td>&gt;=93</td>
<td>Excellent Work</td>
</tr>
<tr>
<td>A-</td>
<td>&gt;=90</td>
<td>Very Good Work</td>
</tr>
<tr>
<td>B+</td>
<td>&gt;=87</td>
<td>Good Work</td>
</tr>
<tr>
<td>B</td>
<td>&gt;=83</td>
<td>Average Work</td>
</tr>
<tr>
<td>B-</td>
<td>&gt;=80</td>
<td>Acceptable Work, below Average</td>
</tr>
<tr>
<td>C+</td>
<td>&gt;=77</td>
<td>Poor Work</td>
</tr>
<tr>
<td>C</td>
<td>&gt;=73</td>
<td>Poor Work, Minimally Acceptable</td>
</tr>
<tr>
<td>C-</td>
<td>&gt;=70</td>
<td>Unacceptable Work</td>
</tr>
<tr>
<td>D+</td>
<td>&gt;=67</td>
<td>Unacceptable Work</td>
</tr>
<tr>
<td>D</td>
<td>&gt;=63</td>
<td>Unacceptable Work</td>
</tr>
<tr>
<td>D-</td>
<td>&gt;=60</td>
<td>Unacceptable Work</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
<td>Failed</td>
</tr>
</tbody>
</table>

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Long Medical Absence (more than two days)

It is your responsibility to promptly notify the instructor if you have compelling medical reasons that prevent you from being in class for more than two days through the semester—so that we can determine additional assignments to keep you on track with the classwork.

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Disruptive Behavior

The class is a professional environment, and you are expected to behave as professionally as you would in a company meeting. Do not be disruptive to the class activities and lectures. This includes, but is not limited to: talking with your classmates; being distracted during presentations; addressing classmates in disrespectful ways during the discussions and on Canvas. Remember, you are in class to contribute to activities and discussion!

If you are disruptive and/or talk during activities and lectures, you may be removed from the class. Recurrent cases of disruptive behavior will be reported to campus.

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Online Discussions

During the summer, you will read five book chapters and post an entry in the Discussion section on Canvas. In your entry, you can discuss what other classmates have already posted, to keep the conversation active and productive.


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In-Class/Online Participation

Because a significant part of this class relies on project presentations and book topics discussions, most of the learning that will occur during those sessions depends on the quality of your contribution to the discussion. Make sure to contribute at most to all the discussions, because you will receive an in-class participation grade at the end of the semester.

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**Plagiarism**

We will cross-check each assignment you submit looking for plagiarism. The solution that you submit must be your own! It is *not* ok to copy and paste code or text from online resources. It is acceptable to discuss your ideas with one or more of your classmates (in which case, make sure to add a text file with their name and a description of what you discuss to your submission). It is *not* acceptable, however, that multiple people submit exactly the same code/text file.

Please refer to the campus policy on academic integrity (reported below) for further information on what can happen if you plagiarize your classmates' work or external resources.

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**Lab and Programming Assignment Presentations (Additional Plagiarism Check)**

During classes, the instructor might ask you to present and discuss your solution to previous lab activities and programming assignments. Note that, if you are selected, you need to be able to discuss your *own* solution. It does not matter if it is the correct solution.

*If you are not able to comment and explain your code, your grade for that assignment will be changed to 0, and you will be asked to meet periodically with the instructor to monitor your conduct regarding plagiarism.*

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**Group Work and Peer Evaluation**

Your group project scores will reflect your contribution to the group. It is not enough to be in a group that delivers good work to get a satisfactory grade in the group project: you need to actively contribute to the group, and your personal contribution needs to be clear during the final presentation. It is your responsibility to promptly notify your instructor (within the first two weeks of the group project) of any unexpected circumstances that require you to be assigned to a different group.

We will conduct a peer evaluation three times through the semester. You will be asked to rate the contributions of your groupmates on a scale from 1 (did not contribute at all) to 10 (contributed as expected).

The first peer evaluation will be with the collected with the initial presentation; it will not affect your score, but you will receive a first feedback from your groupmates.

The second and third peer evaluation will directly impact your score for: (1) intermediate presentation; and, (2) user study, final presentation and final website.

Points will be computed in the following way: a basic group score will be assigned to your group submission; the average peer evaluation score $G$ will be computed for your group; if the average score
that you received from your groupmates is y% below G, your personal score will be adjusted by -y%, while if your personal score is +x% above G, your personal score will receive a x% bonus.

The maximum percent of the project grade that you can gain or lose because of the peer evaluation is capped to 28% of the total project grade (corresponding to approximately one letter grade).

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Laptop Policy
Students at the School of Informatics and Computing are required to have a personal laptop computer available for use in class. Students who already own laptops are welcome to use them in class provided the laptop has the minimum memory and operating standards required for the software used in the course. For the technical specifications needed for the personal laptop, see:
HTTPS://SOIC.IUPUI.EDU/TECHNOLOGY/LAPTOP/
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RESOURCES FOR STUDENTS

Student Advocate
The Student Advocate Office is located in the Campus Center, Suite 350, and can be contacted by phone at 278-7594 or email at stuadvoc@iupui.edu. For more information, visit the Student Advocate website at http://www.life.iupui.edu/advocate/

Adaptive Educational Services
Students needing accommodations because of physical or learning disabilities should contact Adaptive Educational Services, Taylor Hall (UC), Room 137: http://aes.iupui.edu/

Counseling & Psychological Services
Students who wish to seek 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 the CAPS website at http://life.iupui.edu/caps/

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The Instructor reserves the right to make changes to the syllabus and course schedule, if necessary.
Administrative Withdrawal
A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. If you miss more than half of the required activities within the first 25% of the course, you may be administratively withdrawn from this course.

Our course meets twice per week; thus, if you miss more than 4 classes in the first four weeks, you may be withdrawn. You are expected to submit 6 assignments within the first four weeks of class; thus, if you do not submit 3 or more assignments, you may be withdrawn.

Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact the instructor or visit http://registrar.iupui.edu/withdrawal-policy.html.

Title IX - 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.) 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.) 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.

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IUPUI Syllabus Supplement

COVID-19 Policy

Indiana University’s primary goal is to protect the health and safety of all of its campuses and the broader community. To help keep the IUPUI community safe, it is expected that all people associated with Indiana University or IUPUI acknowledge the following university guidelines.
Masks

Per Return to Campus Guidelines found on the [Indiana University COVID-19 site](#).

Effective August 5, 2021, all students, faculty, staff, and visitors will be required to wear a mask indoors on the IUPUI campus. All individuals, regardless of vaccination status, will need to wear a mask on public transportation, including campus buses, per guidelines from the Transportation Security Administration.

COVID-19 Vaccination

Per Return to Campus Guidelines found on the [Indiana University COVID-19 site](#).

Beginning with the fall 2021 semester, all IUPUI students, faculty, and staff will be required to have a COVID-19 vaccine and be fully vaccinated before returning to campus, unless an exemption request has been submitted and approved. Exemptions will be strictly limited to a very narrow set of criteria including religious medical exemptions, medical exemptions with documentation, medical deferrals, or an online program exemption.

Instructions to report your COVID-19 vaccination or to request an exemption can be found on the [Indiana University COVID-19 site](#).

IUPUI Policy on Disability Accommodations for Individuals with Disabilities

Students with disabilities needing accommodations because of disability will need to register with [Adaptive Educational Services (AES)](#) 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 317-274-3241 or emailing aes@iupui.edu.

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](#). More information is available in the [IUPUI Policy on Religious Holidays](#).

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 the [Definitions appendix](#) on the Student Code website. For information on how faculty and students are expected to handle cases involving academic misconduct, visit [Academic Misconduct](#) on
the Student Code website. Additional information about the rights and responsibilities of IU students is available in the Code of Student Rights, Responsibilities, & Conduct.

Indiana University Policy on Discrimination, Harassment and Sexual Misconduct

As your instructor, one of my responsibilities is to create a positive learning environment for all students. IU policy prohibits discrimination, harassment, and sexual misconduct in any form, including sexual harassment, sexual assault, stalking, sexual exploitation, and dating and domestic violence. Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status. If you feel like you have been discriminated against, please contact IUPUI’s Office of Equal Opportunity (OEO). OEO is located in Lockefield Village, LV 4443. You can reach the office by calling 317-274-2306.

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, you can contact Counseling & Psychological Support Services (CAPS) at 317-274-2548 or capsindy@iupui.edu, or reach out to the Interpersonal Violence Prevention & Response confidential advocate at saadv@iupui.edu or 317-274-5715.

It is also important that you know that university policy requires faculty to share certain information brought to them about potential sexual misconduct with the campus deputy sexual misconduct & Title IX coordinator or the university sexual misconduct & Title IX coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the university can respond and assist. To learn more, I encourage you to visit http://stopsexualviolence.iu.edu/.

IUPUI does not tolerate acts that are damaging to our safe, civil, and inclusive community—and neither should you. If you experience or witness an incident of bias, you should report it. For more information, see Student Incident Reporting.

Military-Related Personnel Statement

IUPUI recognizes that National Guard Members, Reservists, veterans and active duty military personnel have special circumstances such as upcoming deployments, drill requirements, disabilities, and required veterans affairs health appointments. Students are encouraged to communicate any military related obligations that affect their educational pursuit, in advance if possible, to the instructor.

The Office for Veteran and Military Personnel (OVMP) is committed to serving all the needs of our military related student population including but not limited to providing advice, guidance, advocacy, and services assisting in the transition from military life. If you are a student Veteran, National Guardsman, Reservists, Active Duty Member or a military dependent and need any assistance with your transition, please contact the OVMP by visiting the Campus Center, Room 268, emailing gibenefi@iupui.edu, or phoning 317-278-9163. Thank you for your service.

Two-Step Login (Duo)
IUPUI students are required to enroll in Two-Step Login (Duo) to gain access to sensitive documents and Canvas using IU login credentials. The security of student information is critical. Be sure to bring your primary device (like a cellphone or tablet) to class, so you can log in to secure IU systems. Also, make sure you have a backup device like a hardware token or Google Voice. If you get stuck without a working device, the UITS Support Center can give you a bypass code, but you will need to verify your identity.

To learn more about or get help with two-step login, consult the following resources:

- [Help for Two-Step Login (Duo)]
- [Two-Step Login (Duo) device recommendations]
- [Contact your campus IT Support Center](for locations of UITS Support Centers and phone numbers and a chat feature).