INFO I-480

Experience Design and Evaluation of Ubiquitous Computing

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

Semester: Fall 2020
Section Number: 33094
Credit Hours: Three credit hours
Course Web Site: http://canvas.iu.edu

Delivery Method: Hybrid-Distance. This is an online hybrid class with online instruction where you will be expected to connect weekly (on Monday at 12pm). There are also online activities that you will complete asynchronously. No on-campus meetings are planned.

Meeting time: Monday, 12:00pm to 2:40pm
Zoom link: https://iu.zoom.us/j/92097409947

Instructor: Francesco Cafaro
Email Address: fcafaro@iu.edu

Course Description

The course focuses on ubiquitous computing and related interface/system design, and user-experience issues. Applications include interactive systems which support natural/gesture/touch-based interactions on devices such as mobile, extra-small-and-large displays, and other non-traditional pervasive technologies. Projects include interaction and evaluative techniques; field observation, contextual inquiry, ethnography, survey/interviews, and cognitive walkthrough.

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

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

Textbook

We do not use a textbook in this class. You will read and analyze research papers from recent Ubicomp and HCI conferences. They are freely accessible from the ACM portal at https://ulib.iupui.edu/databases/acm-digital-library when you are not at IUPUI. Alternatively, you can use PulseSecure to connect to the IU VPN; see the instructions at https://kb.iu.edu/d/ajrq

Software

All software is freely available to IUPUI students via iuware or by requesting a student license.

Prototypes/Wireframes. Axure
https://www.axure.com/edu

Microsoft Kinect SDK. Use v.1.8 with Kinect XBOX 360, or v.2 with Kinect v.2

Visual Studio
https://iuware.iu.edu/Windows/title/3279

Unity
https://store.unity.com/academic/unity-student

Vuforia
COVID-19 and this class

Delivery Mode: Hybrid Distance

This section of I-480 is structured as a hybrid distance and combines the best of two delivery modes (synchronous and asynchronous).

We will meet via Zoom once a week at 12pm during Fall 2020. During a typical week, I will provide a brief introductory lecture, and we will discuss two papers that highlight topics and trends in the field of Ubicomp. You will then work in small groups on a group project, and I will be available asynchronously to chat and answer your questions.

We will also conduct lab sessions in which you will be able to experiment with Ubicomp technologies that could be used in your group project.

*****

A statement about COVID-19 and Class Policies

I understand that the current health emergency can be challenging for many. To allow for additional flexibility during the pandemic, some class policies have been relaxed compared to previous edition of the class, as outlined below.

*****

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 2020: 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.

*****

Attendance Policy

A lot of the learning that occurs in this class depends on your participation to the class activities and discussions. For this reason, attendance to the Zoom meetings is mandatory. Only for Fall 2020, however, attendance will not directly impact your grade.

Furthermore, you are *required* to be in the Zoom meeting when your group is delivering a group project presentation. If you are not connected during those presentation, you will receive 0 points for that activity.

Only for Fall 2020: If there are specific situations that arise from COVID-19 and that prevent you from participating to 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.
## LEARNING OBJECTIVES

<table>
<thead>
<tr>
<th></th>
<th>PLO</th>
<th>PLUS</th>
<th>PUL</th>
<th>SC</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Understand, communicate, and critique how the vision of ubiquitous computing is articulated and continually reinterpreted by a community of researchers and practitioners</td>
<td>E2</td>
<td>P.1.1, P.1.4</td>
<td>1A, 1C, 2, 5, 6</td>
<td>1.3, 1.4, 1.5, 1.7, 2</td>
<td>• In-class participation I-V and online discussion</td>
</tr>
<tr>
<td>2. Understand, communicate, and critique how Ubiquitous Computing applications and technologies are designed and evaluated using HCI methods (e.g., observations, prototyping, interviews)</td>
<td>D2</td>
<td>P.1.1, P.1.4</td>
<td>1A, 1B, 1C, 5, 6</td>
<td>1.3, 1.4, 1.5, 1.7, 2, 3.1, 3.3, 3.4</td>
<td>• In-class participation I-V and online discussion • Final presentation</td>
</tr>
<tr>
<td>3. Analyze a design challenge and think systematically about the best combination of prototypes</td>
<td>D2, F3, C3, F6</td>
<td>P.1.4, P.2.3</td>
<td>1A, 1B, 2, 3, 4</td>
<td>1.4, 1.5, 3.1, 3.2, 4.3</td>
<td>• Short Presentations I and II • Initial Presentation • Project Report #1-#4</td>
</tr>
<tr>
<td>4. Apply the design and evaluation methods of ubiquitous computing to gestural and tangible interfaces</td>
<td>D2, F3</td>
<td>P.1.4, P.2.3, P.4.2, P.4.4</td>
<td>1A, 2, 3, 4</td>
<td>4.3, 4.4, 4.6</td>
<td>• Final presentation • Project Report #1-#4</td>
</tr>
<tr>
<td>5. Design, implement, and present mid-air gestural interfaces using Microsoft Kinect SDK or OpenNI</td>
<td>B3, D2</td>
<td>P.1.4, P.2.3, P.3.2</td>
<td>1A, 1B, 2, 3, 4</td>
<td>3.2, 4.3, 4.4, 4.6</td>
<td>• Programming assignments I-III • Project Report #2-#4 • Initial presentation • Final presentation</td>
</tr>
<tr>
<td>6. Design, implement, and present data visualizations in C# using Unity or Visual Studio</td>
<td>B3, C3, D2</td>
<td>P.1.4, P.2.3, P.3.2</td>
<td>1A, 1B, 2, 3, 4</td>
<td>3.2, 4.3, 4.4, 4.6</td>
<td>• Programming assignments I-III • Project Report #1-#4 • Initial presentation • Final presentation</td>
</tr>
<tr>
<td>7. Design, implement, and present AR and tangible interfaces using Vuforia</td>
<td>B3, D2</td>
<td>P.1.4, P.2.3, P.3.2</td>
<td>1A, 1B, 2, 3, 4</td>
<td>3.2, 4.3, 4.4, 4.6</td>
<td>• Programming assignments I-III • Project Report #4 • Final presentation</td>
</tr>
</tbody>
</table>

**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  Major 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  Major emphasis
4. Intellectual depth, breadth, and adaptiveness  Some emphasis
5. Understanding society and culture  Moderate 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.

**B. Problem Solving and Critical Thinking**
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**
E2. 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
<table>
<thead>
<tr>
<th>Date</th>
<th>Delivery Mode</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Aug 24, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Introduction to the Class; Introduction to Ubicomp; Overview of the Tools: Kinect SDK, Unity, Vuforia AR</td>
</tr>
<tr>
<td>Mon Aug 31, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Foundations</td>
</tr>
<tr>
<td>Mon Sep 7, 2020</td>
<td>Asynchronous</td>
<td>Canvas</td>
<td>[RECORDED LECTURE] Ubicomp History and Themes</td>
</tr>
<tr>
<td>Mon Sep 14, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>~LABOR DAY~~</td>
</tr>
<tr>
<td>Mon Sep 21, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Project Ideation Session</td>
</tr>
<tr>
<td>Mon Sep 28, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>[LAB] Kinect Lab I</td>
</tr>
<tr>
<td>Mon Oct 5, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>[LAB] Kinect Lab II</td>
</tr>
<tr>
<td>Mon Oct 12, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Group Work; Group Meetings with Instructor</td>
</tr>
<tr>
<td>Mon Oct 19, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>[PROJECT] Initial Presentations</td>
</tr>
<tr>
<td>Mon Oct 26, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Tangible Interaction</td>
</tr>
<tr>
<td>Mon Nov 2, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>[LAB] Kinect Lab III</td>
</tr>
<tr>
<td>Mon Nov 9, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>[LAB] Vuforia Lab</td>
</tr>
<tr>
<td>Mon Nov 16, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Indoor Localization &amp; Tracking</td>
</tr>
<tr>
<td>Mon Nov 23, 2020</td>
<td>Asynchronous</td>
<td></td>
<td>~THANKSGIVING BREAK~~</td>
</tr>
<tr>
<td>Mon Nov 30, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Group Work; Group Meetings with Instructor</td>
</tr>
<tr>
<td>Mon Dec 7, 2020</td>
<td>Synchronous</td>
<td>Zoom</td>
<td>Final Presentations</td>
</tr>
<tr>
<td>Mon Dec 14, 2020</td>
<td>Asynchronous</td>
<td></td>
<td>Group Work. Finalize Project Submission on GitHub</td>
</tr>
</tbody>
</table>

denotes synchronous activities on Zoom

**GRADES**

**Programming Assignments (32 points)**
- Lab Assignments 1-4 (8 points each)

**Group Project (47 points)**
- Short Presentation I – Group Formation (2 points)
- Short Presentation II – Project Ideation (2 points)
- Project Report #1-4 (4 points each)
- Initial Presentation (7 points)
- Final Presentation (10 points)
- Final Project Submission (10 points)

**Participation (21 points)**
- Peer Evaluation I (1 point)
- Peer Evaluation II (1 point)
- Peer Evaluation III (1 point)
- In-Class Participation I-V (3 points each)
- Online Discussion (3 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 Autonomous 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>

*****

**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 class work.

*****
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 over Zoom; being distracted during the presentations; addressing classmates in disrespectful ways either during the discussions on Zoom or 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.

******

In-Class/Online Participation

Because a significant part of this class relies on topic and project presentations, most of the learning that will occur during those sessions depends on the quality of students’ contribution to the discussion. Make sure to contribute at most to all the discussions, because you will receive an in-class/online participation grade six times through the semester. Specifically, your participation will be assessed according to this rubric:

- A (3pts): Very Good Contribution, contributed to the discussion in a meaningful way, including with extra-curricular information based on additional literature and/or professional experience.
- B (2.55pts - 85%): Good contribution, contributed to the discussion in a meaningful way, but without extra-curricular information based on additional literature and/or professional experience.
- C (2.25pts - 75%): Could be better, contributed to the discussions in a marginal way.
- D (1.95pts - 65%): Needs improvement, the contribution was too short or marginally relevant
- F (between 1.5 and 0pts): Failed to contribute in a meaningful way or did not contribute at all.

******

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.
******

**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).**

******

**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/

******
UNIVERSITY POLICIES

Campus policies governing IUPUI courses may be found at: http://registrar.iupui.edu/course_policies.html

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

Important Supplement for IUPUI Syllabi

IUPUI Policy on Disability Accommodations
Students needing accommodations because of disability will need to register with Adaptive Educational Services 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. More information on the IUPUI Policy on Religious Holidays is available here: http://registrar.iupui.edu/religious.html.

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

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/

The Instructor reserves the right to make changes to the syllabus and course schedule, if necessary.
COVID-19 Policy for Fall 2020

Indiana University is concerned for the health and well-being of the entire community. The nature of COVID-19 is such that each of our individual actions affects not only our personal well-being but also those of every other person with whom we interact or share a space. Given the fluidity of the current situation, students and faculty alike will need to be adaptable and flexible as events may occur that necessitate a change in the course schedule or mode of delivery. To minimize the disruption that might occur if a student falls ill or is unable to attend classes for some other legitimate reason, class materials must be made available electronically to students unless the nature of the work makes this impossible.

To keep the IUPUI community safe, it is expected that every member of this course acknowledges the following university guidelines.

Masks

All students are expected to sign the Student Commitment Form. Agreement to abide by the public health measures outlined in the form is a condition of physical presence on the campus this fall. Included in that commitment are requirements for wearing masks in all campus buildings and maintaining physical distancing in all campus buildings. Both are necessary classroom requirements that will help keep our community safe.

1. All students and instructors must arrive to class wearing a mask over their mouth and nose. If a student does not have a mask, the student must pick up a disposable mask (available throughout campus) before joining the class session.

2. If a student enters a class without wearing a mask, the student will be told by the faculty member that they must put one on.

3. If a student refuses to put on a mask after being instructed to do so, the instructor will request that the student leave the class and will file a Public Incident Report with the Office of Student Conduct in the Division of Student Affairs. If the student refuses to leave, the faculty member will end the class immediately, and file a Public Incident Report with the Office of Student Conduct in the Division of Student Affairs.

4. If a student comes to class without wearing a mask a second time and again refuses to put it on, the student will be told to leave and will be advised that they can only attend the online version of the course, if such option is available, for the remainder of the semester. The faculty member will again file a Public Incident Report with the Office of Student Conduct.

5. If the course is not available online, the student will be informed that the in-person course is the only option and they will be given one more opportunity to return to class and wear a mask.

6. If a student appears in class without a mask a third time the student will be administratively withdrawn from the course and will again be referred to the Office of Student Conduct. The student will not receive a refund of tuition or fees.
7. Students should check for additional syllabus guidelines regarding additional PPE for laboratory classes.

8. Students who have concerns about wearing masks for medical reasons should request an accommodation from Adaptive Educational Services. (Contact: aes@iupui.edu or 317-274-3241.)

Student Absences

Consistent with the Student Commitment Form, students unable to attend class due to COVID 19 policy or another serious illness will:

1. notify their instructor and follow campus guidelinesLinks to an external site. regarding a safe return to campus;

2. not be penalized for class absences assuming they make up missed assignments in a timely fashion, in consultation with (and at the discretion of) the instructor; and

3. be provided reasonable accommodations to access all course materials and will be given the opportunity to complete missed assignments online as is practicable.

IUPUI Policy on Disability Accommodations

Students 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 DefinitionsLinks to an external site. appendix on the Student Code website. For information on how faculty and students are expected to handle cases involving academic misconduct, visit Academic MisconductLinks to an external site. 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.

IUPUI Policy on Sexual Misconduct

What you should know about sexual misconduct: Title IX and IU’s Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. 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 make an appointment with:

- Counseling & Psychological Services (CAPS) at 317-274-2548 (counseling services)
- Confidential Advocacy Resources at 317-274-5715 or saadv@iupui.edu
- IUPUI Student Health Center at 317-274-2274 (University Blvd. location) or 317-274-8214 (West Michigan St. location) (health and medical services)

It is also important that you know that Title IX and university policy require faculty to share any information brought to them about potential sexual misconduct with the campus Deputy Title IX Coordinator(s) or IU’s Title IX Coordinator 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.

Find more information about sexual violence, including campus and community resources on the IU’s Stop Sexual Violence website.

Other resources:

- Stop Sexual Violence: Resources for Employees
- Stop Sexual Violence: Frequently Asked Questions

IUPUI Non-Discrimination Policy

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.

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
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).