LIS S504: Cataloging

Department of Library and Information Science
Indiana University School of Informatics and Computing
Indianapolis
Fall 2020

Section No.: 28747
Credit Hours: 3
Instructor: Sandra Osborn
Email: skosborn@iu.edu
Prerequisites: S500, S503
Instruction mode: This course is offered online only

COURSE DESCRIPTION

Historical development and principles essential to the understanding of the conceptual foundations of providing bibliographic access and control of materials and information. Discussion and examples in the application of RDA will be presented to illustrate and reflect current practice. Emphasis is on monographic publications.

EXTENDED COURSE DESCRIPTION

This course will introduce the student to the practice of cataloging in any type of library. Students will learn how to create a bibliographic record and to edit and enhance existing records, primarily for print monographs. The course covers the basic functions of cataloging: resource descriptive, MARC tagging, subject analysis, authority work, and classification. Students begin by learning the International Cataloging Principles and LRM (Library Reference Model), which is what RDA is based on. RDA or Resource Description and Access is the international cataloging code that we follow to describe resources. Students will have extensive practice on recording and transcribing core RDA elements, and how they relate to LRM’s user tasks. Then students will learn how those elements are encoded into MARC. Once we have the basics of resource description covered, we add the art of subject analysis and creating access points. Finally, students will learn about classification through the two most common schemes, DDC (Dewey Decimal System) and LCC (Library of Congress Classification). There will be a brief introduction to BIBFRAME, which utilizes Linked Data structure in bibliographic statements. Throughout the course, the student will learn the importance of developing good cataloger’s judgement in bibliographic control.

Required Readings/Resources

Any additional readings will be available online via web or through Canvas.

We will also use a variety of cataloging resources: RDA Toolkit, OCLC Connexion, WebDewey, Classification Web, Koha, Cataloging Calculator. Login information will be provided.

**Recommended Readings/Resources**

Student should already have mastered basic technology skills. For students lacking entry skills, existing online resources can be valuable. IUPUI provides access to excellent online tutorials. The following resources are recommended for course assignments, exercises, and projects:

- For self-instructional modules focusing on a wide range of basic technology skills, go to [UITs IT Training](https://iu.edu/explore-topics/show-all/index.html)
- For additional software training materials, go to [UITs IT Training: Skillsoft](https://iu.edu/skillsoft/)

**Required Software**

Students will need Microsoft Word, and the most recent version of a browser: Edge (PC only), Safari (Mac only), Firefox, or Chrome.

You have three sources for software: IUware, IUanyWare, Office 365

- [IUware](https://iuware.iu.edu/) allows students, faculty, and staff to download software at no charge. See: What is IUware? [https://kb.iu.edu/d/agze](https://kb.iu.edu/d/agze)
- [IUanyWare](https://uits.iu.edu/iuanyware) uses a web browser or mobile app to run certain IU-licensed software applications without your needing to install them on your device. See What is IUanyWare [https://kb.iu.edu/d/bbbr](https://kb.iu.edu/d/bbbr) (Note: You will be asked to download and install Citrix Receiver the first time you use the full service.)
- [Office 365](https://uits.iu.edu/office365) is a subscription-based service free to all IU currently enrolled students that provides multiple options for accessing the newest versions of Microsoft Office. See [About Microsoft Office 365 at IU](https://kb.iu.edu/d/bexq)

For more details, see [How to get university-licensed software at IU?](https://kb.iu.edu/d/aclo)

**Teaching and Learning Methods**

Active learning (AL), project-based learning (PBL), reading guides, and asynchronous use of Canvas and Kaltura Media.
ASSESSMENTS

Assessments Details

Each student should not only read the assigned material but also arrive at a competent understanding of it prior to assessment. These measures will be used to assess student-learning outcomes:

1. **Quizzes** assess student understanding of narrow or specific concepts, including copy cataloging. (9) – 32%
2. **Templates** assess general comprehension and skill acquisition. (7) - 35%
3. **Exercises** assess practical application of skills (4) - 8%
4. **Final Project** assess overall understanding and cataloging skill. (1) – 25%

Learning Outcomes

<table>
<thead>
<tr>
<th>Upon completion of this course, students will</th>
<th>RBT</th>
<th>PGPL</th>
<th>PLO</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify current cataloging standards for bibliographic control, authority, and classification</td>
<td>5</td>
<td>4</td>
<td>1,2</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Module 01 Quiz, Module 02 Quiz, Module 13 Quiz, Module 13 Template</td>
</tr>
<tr>
<td>Apply descriptive standards to print monographs for transcription and recording RDA elements for bibliographic records</td>
<td>4</td>
<td>1,3</td>
<td></td>
<td>2, 5</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Module 03 Template, Module 04 Quiz, Module 04 Template, Final Project</td>
</tr>
<tr>
<td>Apply encoding standards to bibliographic surrogates to ensure retrieval in an Integrated Library System</td>
<td>6</td>
<td>1,3</td>
<td></td>
<td>2, 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Module 05 Quiz, Module 05 Template, Module 06 Template, Module 07 Quiz, Module 07 Template, Module 09 Template, Module 10 Discussion Final Project</td>
</tr>
<tr>
<td>Analyze print monographs for subject content to apply appropriate Library of Congress Subject/Name/Geographic Headings, along with DDC and LCC classifications</td>
<td>5</td>
<td>1,3</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Module 08 Quiz, Module 11 Quiz, Module 12 Quiz, Module 12 Add Koha Item Final Project</td>
</tr>
</tbody>
</table>
Upon completion of this course, students will

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<tbody>
<tr>
<td>Create original MARC 21 cataloging records for print monographs that include core and other standard elements according to RDA standards</td>
<td>4</td>
<td>1,3</td>
<td>5</td>
<td>Module 05 Template Module 06 Template Module 07 Template Module 09 Template Module 10 Discussion Final Project</td>
</tr>
<tr>
<td>Develop a knowledge base and skill set to extend to the cataloging of materials not covered in this course or featuring elements requiring further bibliographic analysis</td>
<td>6</td>
<td>1</td>
<td>2, 5</td>
<td>All Assignments</td>
</tr>
</tbody>
</table>

**Revised Bloom's Taxonomy (RBT)**

1. **Knowledge/Remembering:** The ability to recall or recognize specific information or data.
2. **Understanding:** Understanding the meaning of informational materials, translation, interpolation and interpretation of instructions and problems.
3. **Application:** The use of previously learned information in new and concrete situations to solve problems that have single or best answers.
4. **Analysis:** Breaks down information/concepts into smaller components. Each component is identified and understood as is the relationship of these components to the whole.
5. **Evaluation:** The ability to apply a criterion or set of standards to conclude a value judgment.
6. **Creation, Synthesis:** The ability to merge knowledge into creating a new meaning or structure including demonstrating how and why various diverse elements work together.

**Principles of Graduate and Professional Learning (PGPL)**

Learning outcomes are assessed in the following areas:

1. Demonstrate the knowledge and skills needed to meet disciplinary standards of performance, as stated for each individual degree – **Major emphasis**
2. Communicate effectively with their peers, their clientele, and the public
3. Think critically and creatively to improve practice in their field – **Moderate emphasis**
4. Meet all ethical standards established for the discipline – **Some emphasis**

**Program Learning Outcomes (PLO)**
1. Connect core values and professional ethics to practice
2. Facilitate engagement in the information ecosystem
3. Curate collections for designated communities
4. Lead and manage libraries, archives and other information organizations
5. Organize and represent information
6. Conduct systematic research to inform decisions
7. Innovate professional practice with information services and technology

Course Schedule

Module 01

Introduction, and Introduction to Cataloging Standards

An overview of the course. Understanding ethics in cataloging. Introduction to the International Cataloging Principles (ICP), Library Reference Model (LRM), including user tasks and WEMI entities.

Module 01 Assignments: Introduction Discussion (1 point); Quiz (4 points)

Module 02

RDA and the RDA Toolkit

An in-depth examination of RDA and navigating the RDA Toolkit.

Module 02 Assignment: Quiz (5 points)

Module 03

Title and Title Statement

The RDA element of Title, including title proper, preferred title, parallel title proper, variant title, other title information. How to construct a Title Statement using ISBD punctuation.

Module 03 Assignment: Template (5 points)
Module 04

Edition and Publication Elements

The RDA elements of designation of edition, statement of responsibility relation to edition, designation of named revision of edition, and publication elements of place, publisher and date, as well as copyright date.

Module 04 Assignment: Quiz (2 points); Template (5 points)

Module 05

MARC Part 1

Introduction to MARC encoding of bibliographic elements. MARC fields, indicators and subfields for title, edition, and publication elements.

Module 05 Assignments: Quiz (2 points); MARC Template (5 points)

Module 06

MARC Part 2

ISBN, physical description attributes, series statements. Content, carrier, and media types.

Module 06 Assignment: MARC Template (5 points)

Module 07

MARC Part 3

MARC note fields, and a review of content we’ve covered so far.

Module 07 Assignments: Quiz (2 points); MARC Template (5 points)
Module 08

Authorized Access Points

Searching authority files and encoding authorized headings into access points. Differentiate between creators and contributors. Applying relationship designators.

Module 08 Assignment: Quiz (5 points)

Module 09

Fixed Fields

Understanding the 008 field and how it is related to the mnemonic labeled fixed field grid. Understanding when 006 fields are used.

Module 09 Assignment: MARC Template (5 points)

Module 10

Working with an ILS

Searching for bibliographic records in OCLC Connexion, exporting to an ILS. Creating an original record in an ILS.

Module 10 Assignment: Discussion -- Koha record (5 points)

Module 11

Subject Analysis

Determining the subject of a resource. Searching subject authorities and apply terms to fields in MARC records. Understanding “use for”, “see also”, “related”, “narrower”, and “broader” terms. Using Classification Web for subject headings.

Module 11 Assignment: Quiz (5 points)
Module 12

Classification


Module 12 Assignments: Quiz (2 points); Add Koha Item (5 points)

Module 13

WEMI Relationships and Linking Entry Fields.

Recording relationships between works, expressions, manifestations and items. Applying relationship designators between entities. Constructing 76X-78X MARC fields.

Module 13 Assignments: Quiz (2 points); MARC Template (5 points)

Module 14

Linked Data and BIBFRAME

Exploring BIBFRAME, the possible replacement for MARC. Practicing on some of the available tools for MARC to BIBFRAME comparison and BIBFRAME editors.

Module 14 Assignment (BONUS): BIBFRAME Exercise (1 BONUS point)

Module 15

Final Project

Module 15 Assignments: Final Project (25 points)
EXPECTATIONS, GUIDELINES, AND POLICIES

Deliverables

You are responsible for completing each assignment (e.g., Module) by its deadline and submitting it by the specified method. Deadlines and submission instructions are outlined in the weekly module instructions accessible through Canvas. Read the weekly instructions carefully. Some modules will have more than one assignment.

As a general rule, I do not accept late work. The material in this course builds upon itself week by week. Getting behind is detrimental to the learning objects for this class. I also publish answer keys for the quizzes and templates after all assignments have been submitted and graded. It is not fair to students who completed their work on time to make them wait for the answer keys. However, I do understand that life happens to all of us. If a situation occurs that may prevent you from completing an assignment on time, contact me as soon as possible. I reserve the right to reduce a grade by 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline. Assignments will be due on Fridays at 11:59 pm.

Your Questions, Concerns, and Comments

Please do not hesitate to contact the instructor directly via Canvas mail with any questions. If needed, the instructor will also use Canvas Announcements to notify the entire group (e.g., syllabus change, instructor availability, etc.).

If you have problems accessing Canvas, please contact the University Information Technology Services (UITS) Support Center at 317-274-HELP. All course Announcements will be found in Canvas along with the course schedule, assignments, and other course documents.

Attendance

The course will be taught entirely online.

This course assumes that students can work independently. There are no required face-to-face meetings. There are no required synchronous online meetings. However, students are encouraged to e-mail or arrange an online chat with the instructor at any time.

A basic requirement of this course is that you will participate in all class activities and conscientiously complete all required course assignments. Students are expected to complete the assignments, quizzes, and projects on time, which is your attendance.
Incompletes

Incompletes are not automatically granted. You may arrange a grade of “I” or incomplete for a course with an instructor for special circumstances. Students need to have completed the majority of course work (75%+) at an acceptable level of achievement. You and the instructor must agree upon the terms for completing the course. Students who have multiple incompletes (2 or more) will be blocked from registering for additional LIS courses until there is only one (or zero) outstanding incomplete, or the student presents the department chair with a plan of action for completing all incompletes in a timely way.

Deadlines for the work for an incomplete to be finished are at the instructor’s discretion. The deadline can be no longer than 1 year from the end of the semester, but can be earlier if the instructor specifies that. Left unchanged, an Incomplete automatically becomes an F after one year. See: Student Central: Incompletes (studentcentral.iupui.edu/grades-progress/incompletes.html)

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (100% to 96%)</td>
<td>Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.</td>
</tr>
<tr>
<td>A- (95.9% to 90%)</td>
<td>Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.</td>
</tr>
<tr>
<td>B+ (89.9% to 87%)</td>
<td>Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.</td>
</tr>
<tr>
<td>B (86.9% to 84%)</td>
<td>Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.</td>
</tr>
<tr>
<td>B- (83.9% to 80%)</td>
<td>Marginal work. Student performance demonstrates incomplete understanding of course materials.</td>
</tr>
<tr>
<td>C+ through C- (79.9 % to 70%)</td>
<td>Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials. An incomplete may be granted under special circumstances.</td>
</tr>
<tr>
<td>D through F (69.9 % &gt;)</td>
<td>Student has failed the course. An incomplete is not an available option.</td>
</tr>
</tbody>
</table>
Note that to satisfy a core requirement, grade must be B- or above. For electives, grade must be C or above (and overall GPA 3.0 or above).

I grade weekly assignments according to this same overall scale above. For instance, a score of 4.4 on a 5 Point Task is equivalent to 88%. This means that I consider it "very good work" as defined above.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>5 Point Assignments Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding Achievement</td>
<td>5 to 4.8</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent achievement</td>
<td>4.7 to 4.5</td>
</tr>
<tr>
<td>B+</td>
<td>Very good work</td>
<td>4.4</td>
</tr>
<tr>
<td>B</td>
<td>Good work</td>
<td>4.3 to 4.2</td>
</tr>
<tr>
<td>B-</td>
<td>Marginal work</td>
<td>4.1 to 4</td>
</tr>
<tr>
<td>C+ and below</td>
<td>Unsatisfactory work</td>
<td>3.9 and below</td>
</tr>
</tbody>
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**MLIS PROGRAM OUTCOMES**

The Master of Library Science (M.L.S.) program prepares students to become reflective practitioners who connect people and communities with information. Upon completion of the M.L.S. program, graduates are prepared to meet the program outcomes.

See **M.L.I.S. Program goals**: (soic.iupui.edu/lis/master-library-science/learning-outcomes/)

**ALA CORE COMPETENCIES**

A person graduating from an ALA-accredited master’s program in library and information studies should know and, where appropriate, be able to meet the ALA standards.

See: **ALA Core Competences of Librarianship**
(www.al.org/educationcareers/sites/al.org.educationcareers/files/content/careers/corecompetences/finalcorecompstat09.pdf)

**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 of Student Rights (studentcode.iu.edu)

All students must also successfully complete How to Recognize Plagiarism: Tutorials and Tests (plagiarism.iu.edu).

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.

**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:
      
      - directly quoting another person’s actual words, whether oral or written;
      - using another person’s ideas, opinions, or theories;
      - paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      - borrowing facts, statistics, or illustrative material; or
      - offering materials assembled or collected by others in the form of projects or collections without acknowledgment

   c. 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.

   d. 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.

   e. 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 complete all required course activities. 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. Learn more at [IUPUI Administrative Withdrawal Policy](studentcentral.iupui.edu/register/administrative-withdrawal.html).

2. **Civility**: To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in all course exercises. 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 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 online courses, the instructor or teaching assistant should respond to emails within two Indiana University working days, which excludes weekends and holidays. The instructor should accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.

4. **Conferences**: To present research at an academic conference as speaker is commendable and aligns with the educational and research mission of the school and university. However, instructors can only provide accommodations for absences if a student is presenting work, such as a paper or poster, or is supported by a school or campus-level scholarship. The student should request from the instructor accommodation for an absence as soon as possible upon paper, poster, or scholarship acceptance. In the request for accommodation for absence, the student should provide supporting documentation of acceptance as well as confirmation from their mentor or campus sponsor that the presentation is to meet a research, educational, or diversity objective. Permission is granted at the discretion of the instructor. Students should not expect an exception for nonacademic conferences or conferences at which the student is not presenting as speaker. Travel arrangements should not be made until the student has received permission from the instructor.

5. **Counseling and Psychological Services (CAPS)**: Students seeking counseling or other psychological services should contact the CAPS office at 274-2548 or
capsindy@iupui.edu. For more information visit the CAPS website (iupui.edu/health-wellness/counseling-psychology/)

6. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are not required to complete a course or instructor evaluation for any section in which they are enrolled at the School of Informatics and Computing. Course evaluations are completed in Canvas (Course Questionnaire). Course evaluations are 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.

7. **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. Students with learning disabilities for which accommodations are desired should contact the Adaptive Educational Services office on campus, and inform the instructor as soon as possible: Adaptive Educational Services (AES) (diversity.iupui.edu/offices/aes/index.html), or 317-274-3241.

8. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

9. **Emergency preparedness:** Know what to do in an emergency so that you can protect yourself and others. For more information, visit the emergency management website at Protect IU (protect.iu.edu/emergency-planning/emergency-contact/iupui.html).

10. **University policies:** Numerous policies governing IU faculty and students may be found at University Policies (policies.iu.edu/categories/academic-faculty-students.html).

11. **No class attendance without enrollment.** Only those who are officially enrolled in this course may attend class unless 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. See Register: Get ready to take classes (studentcentral.iupui.edu/register/index.html).

12. **Religious holidays:** Students seeking accommodation for religious observances must submit a request form to the course instructor by the end of the second week of the semester. For information visit You have the right to observe religious holidays (studentcentral.iupui.edu/calendars/holidays/index.html).

13. **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.

14. **Sexual misconduct:** IU does not tolerate sexual harassment or violence. For more information and resources, visit Stop Sexual Violence (stopsexualviolence.iu.edu/)
15. **Student advocate:** The Office of Student Advocacy and Support assists students with personal, financial, and academic issues. The Student Advocate is in the Campus Center, Suite 350, and may also be contacted at 317 274-4431 or studvoc@iupui.edu. For more information visit Office of Student Advocacy and Support (studentaffairs.iupui.edu/advocacy-resources/index.html).

**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.