LIS-S 577 Designing for Informal Learning Environments

Fall 2022

Section No.:  
Credit Hours: 3  
Instructor: Soo Hyeon Kim, Ph.D., Assistant Professor  
Email: skim541@iu.edu  
Prerequisites: LIS-S 574 (or have a teaching license)  
Instruction mode: This course is offered online only

COURSE DESCRIPTION

This course covers theories, methods, and designs for learning and teaching in libraries and other informal learning environments. Students apply frameworks, strategies, and tools to design and improve an informal learning program as they develop professionally as facilitators.

EXTENDED COURSE DESCRIPTION

Librarians are increasingly asked to facilitate learning. Facilitated learning within libraries traditionally took place in story times, book clubs, crafts, and information literacy sessions. Although these traditional services are still needed, library professionals are challenged to design and facilitate learning environments that are less structured and more emergent with the use of digital tools and technology that support the knowledge acquisition, creation, refinement, and sharing.

This course serves as one of the two learning design core courses in the Facilitated Learning Specialization, emphasizing facilitation in informal settings (i.e., public libraries, museums). The first learning design core course is LIS-S 574 Information Instruction. As such, students must take LIS-S 574 or have a teaching license prior to taking this course. Additionally, students are required to bring the final assignment from LIS-S 574 or a video record of their instruction delivery from prior professional experience to analyze. In this course, students extend beyond what they learned in LIS-S 574 to explore, analyze, and apply past and current theories and methods of learning and teaching used in diverse informal learning settings involving youth, adults, families, and community members. Students are encouraged to take risks and experience productive failure in a safe space as they apply new methods of facilitation and program design for a target
learner group of their choice. As students engage in iterative design cycles to implement, analyze, and revise the informal learning program, they reflect on their professional practice and develop “emerging” professional identities as facilitators.

**Required Readings/Resources**


Additional readings will be available on the Canvas or university databases: [IUPUI Main Library database A-Z list](iupui.campusguides.com/az.php)

We will also use a variety of library resources: [IUPUI Main Library](ulib.iupui.edu)

**Recommended Readings/Resources**

For citation purposes, all MLIS students use the 7th edition of the *Publication Manual of the American Psychological Association*. This publication will help you structure your writing artifacts (e.g., research papers), write clearly and concisely, follow grammatical rules, and appropriately attribute source material. The Department of Library and Information Science values and expects quality, graduate-level writing.


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 ([iu.edu/explore-topics/show-all/index.html](iu.edu/explore-topics/show-all/index.html))
- For additional software training materials, go to UITS IT Training: Skillsoft ([iu.edu/skillsoft/](iu.edu/skillsoft/))

**Useful resources**

- [Connected learning](https://www.mindshaped.org/connected-learning): Learning guides and toolkits to support connected learning

**Required Software**

We will use a technology called *GoReact*, an interactive cloud-based platform for feedback, grading, and critiquing of students’ delivery of their teaching and facilitation. With GoReact, you can watch and discuss delivery of you and your peers’ facilitation via streamed or pre-recorded video segments. Instructors as well as peers can leave time-coded text, video, or audio feedback which can help us analyze the effectiveness of our learning design and our facilitation skills.
This tool is automatically purchased for you through the course registration system. It will provide unlimited use this semester. **The cost will be $21.99 for the full semester and it will be added to your bursar bill.** I encourage you to watch this demo [video](https://get.goreact.com/) to get the gist of the tool. You will be supported to try this new interface multiple times through our coursework prior to the final course project. It embeds seamlessly into Canvas assignments.

**Internet access.** High-quality internet connection is required. Your Internet speed should sufficiently support uploading and downloading large file sizes. Cable Modem, DSL, ISDN or other high speed, broadband service is strongly recommended. Dial-up modems, while usable, will result in frustrating results during “live” conferencing or other multimedia activities. Using wireless connection when the signal is weak will cause similar frustrating results. Because this is a web-based class, students must have daily, reliable, high-speed Internet access.

**Basic computing requirements.** Your computer should be up-to-date with the latest operating system to support the required applications listed below; it should also have anti-virus software. Students need to have access to a properly functioning computer throughout the semester that meet the following requirements:

- Unless otherwise noted, most modern computers have enough processing power (i.e., RAM) for this course
- The use of a tablet or mobile device will not give you all the functionality needed for the course; do not rely on such devices for a successful learning experience
- Webcam for synchronous web conferencing sessions and/or video presentations
- Student computers need to be capable of running the latest versions of plug-ins, recent software and have the necessary tools to be kept free of viruses and spyware

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

- **IUware** ([iuware.iu.edu/](iuware.iu.edu/)) allows students, faculty, and staff to download software at no charge. See [What is IUware?](kb.iu.edu/d/agze)
- **IUanyWare** ([uits.iu.edu/iuanyware](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](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** ([uits.iu.edu/office365](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](kb.iu.edu/d/bexq)

For more details, see: [About software at IU](kb.iu.edu/d/aclo)

Canvas works best in the most recent version of Edge, Chrome, Firefox, or Safari browsers. Canvas does not support Internet Explorer.

**Teaching and Learning Methods**
Active learning (AL), project-based learning (PBL), and asynchronous use of Canvas.

**ASSESSMENTS**

**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)**

1. Demonstrating mastery of the knowledge and skills expected for the degree and for professionalism and success in the field
2. Thinking critically, applying good judgment in professional and personal situations
3. Communicating effectively to others in the field and to the general public
4. Behaving in an ethical way both professionally and personally

**Framework for Information Literacy (FIL)**

The ACRL (Association of College and Research Libraries) Framework for Information Literacy is introduced throughout our curriculum.

1. Authority is Constructed and Contextual
2. Information Creation as a Process
3. Information Has Value
4. Research as Inquiry
5. Scholarship as a Conversation
6. Searching as Strategic Exploration

To learn more, go to [Framework for Information Literacy for Higher Education](http://www.ala.org/acrl/standards/ilframework)

**MLIS Program Learning Goals (PGs)**
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

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. **Learning and facilitating philosophies** document the student’s perception of how learning and facilitation in information institutions should be performed and describe change in students’ learning and facilitating philosophy over time in this course.
2. **Reflections** assess student’s synthesis and evaluation of key course concepts.
3. **Group discussions and feedbacks** assess student’s synthesis and evaluation of different perspectives and support co-construction of knowledge in this course.
4. **Exercises** contextualize student’s readings with real-world problems and challenges and assesses student’s understanding of key course concepts.
5. **Program design iterations** assess student’s design skills acquisition and application of course concepts to an authentic information institution setting.
6. **Program design videos** assess student’s demonstration of facilitation skills.
7. **GiG (Give-It-A-Go) group meetings** assess student’s application of evaluation strategies to revise and improve other peers’ informal learning program design.
8. **Transcription and analytical memos** assess student’s application of evaluation strategies to self-evaluate and revise the informal learning program design.

Grade Allocation

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Total Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself Video:</td>
<td>1%</td>
</tr>
<tr>
<td>Learning and facilitating philosophy (x 2)</td>
<td>4%</td>
</tr>
<tr>
<td>Reflection (x 2)</td>
<td>4%</td>
</tr>
<tr>
<td>Exercise (x 3)</td>
<td>12%</td>
</tr>
<tr>
<td>Learner infographic</td>
<td>5%</td>
</tr>
<tr>
<td>Test GoReact</td>
<td>1%</td>
</tr>
<tr>
<td>Program design iteration 1</td>
<td>10%</td>
</tr>
<tr>
<td>Program design iteration 2</td>
<td>10%</td>
</tr>
<tr>
<td>Program design iteration 3</td>
<td>10%</td>
</tr>
<tr>
<td>Program design videos (x 2)</td>
<td>10%</td>
</tr>
<tr>
<td>Transcription and analytical memos</td>
<td>5%</td>
</tr>
</tbody>
</table>
Learning Outcomes

<table>
<thead>
<tr>
<th>Upon completion of this course, students will</th>
<th>RBT</th>
<th>PGPL</th>
<th>PG</th>
<th>FIL</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Analyze how the behaviorist, cognitivist, and sociocultural paradigms of learning are applied to understand different learning phenomenon.</td>
<td>4</td>
<td>2, 3</td>
<td>1, 3, 5</td>
<td>2</td>
<td>Reflection 1</td>
</tr>
<tr>
<td>2. Compare and evaluate different strategies and frameworks for designing informal learning programs.</td>
<td>5</td>
<td>2, 3</td>
<td>1, 3, 5</td>
<td>2</td>
<td>Reflection 2</td>
</tr>
<tr>
<td>3. Analyze and design for the learning needs, interests, and culture of a target learner group to create an informal learning program.</td>
<td>4, 6</td>
<td>2, 3, 4</td>
<td>2, 3, 4, 6</td>
<td>1, 2, 4, 7</td>
<td>Learner infographic, Program iterations 1–3</td>
</tr>
<tr>
<td>4. Apply the connected learning framework, facilitation strategies, design tools, and appropriate technologies to design and facilitate a high-quality informal learning program in a library or professional setting.</td>
<td>3, 6</td>
<td>1, 2, 3, 4</td>
<td>1–6</td>
<td>1, 2, 4, 7</td>
<td>Exercise 1–3, Program iterations 1–3, Program design videos 1–2</td>
</tr>
<tr>
<td>5. Engage in peer critique iterations and design cycles to evaluate and improve the informal learning program and facilitation skills.</td>
<td>5, 6</td>
<td>2, 3</td>
<td>2, 3, 4, 6</td>
<td>1, 2, 4, 7</td>
<td>GiG Group meeting 1, 2, Transcription and analytical memos</td>
</tr>
</tbody>
</table>

Course Design

This course is designed with assignments to evaluate your performance and ensure that you are keeping up. Some of the assignments are minor but several require more careful preparation and accumulated knowledge. Instruction is provided for every assignment via Modules in Canvas. Use the Modules page to quickly get to instructions.

[Unit 1: Foundations]

Module 0

Overview of the Course; Introduction

- Introduction of the instructor and students; introduction of the course logistics and
review of the syllabus and the assignments

Assignment:

- Introduce Yourself! Video

Module 1

Foundational Theories

- Apply and analyze how the behaviorist, cognitivist, and sociocultural paradigms of learning are applied to understand different learning phenomenon

Assignment:

- Reflection 1

Module 2

Foundational Frameworks and Methods

- Understand and evaluate between different strategies and frameworks for designing informal learning programs

Assignment:

- Reflection 2

[Unit 2: Understanding Methods for Design and Facilitation]

Module 3 - 4

Facilitation

- Explore, analyze, and implement facilitation strategies and methods in informal learning programs

Assignment:

- Learning and facilitating philosophy 1
- Exercise 1 (Redesign facilitation strategies)

Module 5
Learning Program Design

- Explore, analyze, and implement different ways of designing informal learning programs (e.g., connected learning framework, design thinking, participatory design)

Assignment:

- Exercise 2 (Participatory design plan)

Module 6

Community Partnerships

- Explore, analyze, and implement ways to build community partnerships by applying the connected learning framework

Assignment:

- Exercise 3 (Community asset mapping)

[Unit 3: Applying Methods to Design and Facilitate]

Module 7

Understanding your target learner group

- Analyze and address the learning needs, interests, and cultures of a learner group who will be the target audience for your informal learning program

Assignment:

- Learner infographic
- Test GoReact

Module 8 - 10

Design iterations
• Apply connected learning framework and appropriate technology and tools to design a high-quality informal learning program in a library or professional setting
• Engage in multiple iterations of peer critique and design cycles to evaluate and improve the informal learning program and the facilitation skills

Assignment:

• Program design iteration 1
• GiG (Give-It-A-Go) group meeting 1
• Program design iteration 2

Module 11 - 12
Implement your program design

• Implement your informal learning program and demonstrate effective professional facilitation skills
• Develop an “emerging identity” as a facilitator

Assignment:

• Program design implementation videos 1 + 2
• Transcription and analytical memos

Module 13 - 15
Evaluate and revise your program design

• Engage in multiple iterations of peer critique and design cycles to evaluate and improve the informal learning program and the facilitation skills
• Develop an “emerging identity” as a facilitator

Assignment:

• GiG (Give-It-A-Go) group meeting 2
• Program design iteration 3
• Learning and Facilitating philosophy 2

EXPECTATIONS, GUIDELINES, AND POLICIES

Rigor
This course will strive to create a knowledge-building community in which everyone can facilitate one another to co-construct knowledge actively. I expect you to be critical in your discussion and participation. Your online discussion should demonstrate a synthesis of reading materials with intellectual elaboration on the subject and must follow the APA citations at all times. Simply summarizing or rephrasing the readings or sharing your thoughts (i.e., I find this interesting) will result in low participation grades. This course also demands your commitment to creating a learning program or activity that you will lead and facilitate with real learners. In this course, I apply situated learning (Lave & Wenger, 1991; Wenger, 1998) that conceptualizes learning as a shift in participation and identity within a community of practice. In other words, I designed this course with the intention to have you participate in designing and facilitating learning programs (situated action), share your successes, mistakes, growth, and learning process with your peers who can continue to support your professional development (a community of practice), and develop your professional identity as a facilitator in information institutions.

**Deliverables**

Assignments will be submitted using the Canvas Assignment component. Please note the due date indicated. Not all due dates fall into a predictable pattern although the submission deadline is always 11:59 pm EST on those dates.

You are responsible for completing each deliverable (e.g., task, final project) by its deadline and submitting it by the specified method. Deadlines and submission instructions are outlined in the syllabus or in supplementary documents accessible through Canvas. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

**File Backups:** You are responsible for maintaining your digital files for this class. Extensions will not be given for the loss of digital files. You must backup all your class files to your own external hard drive, USB drive, and/or a cloud storage device.

**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 (UIITS) Support Center at uits.iupui.edu or 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 including web-based readings and resources, threaded discussions, plus online presentations and activities.
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>
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</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>Grade</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>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 (69.9 % to 60%)</td>
<td>Student has failed the course. An incomplete is not an available option.</td>
</tr>
<tr>
<td>F (59.9 % &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).

**MLIS PROGRAM GOALS**

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.ala.org/educationcareers/sites/ala.org.educationcareers/files/content/careers/corecomp/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).

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](http://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.