COURSE SYLLABUS

S631 Advanced Cataloging
Fall 2017

IUPUI

School of Informatics and Computing
Department of Library and Information Science - https://soic.iupui.edu/lis/

Instructor: Sandra Osborn
M.L.S. Indiana University (Library Science)

Use the Canvas mail to contact me for class matters so that we can keep track of our correspondence. I will respond to messages within 24 hours at most. I will always make an announcement on Canvas if I will be out of contact for more than a day for some reason (conference, travel, etc.)

You can always e-mail me for other needs at skosborn@iu.edu.

COURSE DESCRIPTION

Official Catalog Description

Provides extensive background in description and access for electronic and non-book resources.

Instructor’s Approach

This course will take the principles of bibliographic description, subject analysis, and classification learned in S504 and apply them to the cataloging of a wide variety of materials and resources found in libraries. We will apply RDA instructions to the description of serials, audiovisual materials (video, sound, maps), three-dimensional artifacts and realia. We will explore how online resources, including media, can be represented in library bibliographic records for patron access. We will take a look into the crystal ball and learn about how library data will be utilized in the near future as Linked Data, accessible through the Semantic Web. BIBFRAME, as the successor to MARC encoding, will studied as well. Tools currently used in the practice of cataloging, such as the RDA Toolkit, OCLC Connexion, WebDewey, Classification Web, and MARCEdit, will be utilized. I firmly believe that cataloging is best
learned by doing. Therefore, the course emphasizes practical assignments over theory and discussion.

Prerequisites
Successful completion of S504 Cataloging is required.

Required Textbook
None. All required readings and resources will be offered by links or available on Canvas. We will utilize many “best practices” guidelines and other primary materials for cataloging instructions. Each week will have Task instructions listing readings and resources.

EXPECTATIONS, GUIDELINES AND POLICIES

Attendance
The course will be taught entirely online including web-based readings and resources, threaded discussions, plus online presentations and activities.
This course makes the assumption that students are able to work independently. There are no required face-to-face meetings. There are no required synchronous online meetings. However, students are encouraged to message 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 weekly tasks on time, which is your attendance. If you believe you will not be able to complete a task for a certain reason (because things do happen in your lives), contact me ahead of time via Canvas mail.

Deliverables
You are responsible for completing each Task deliverable (e.g., quiz, file upload, URL, final project) by its deadline and submitting it by the specified method. Deadlines and submission instructions are outlined in the syllabus or in the weekly Task Instructions accessible through Canvas. Read the weekly instructions carefully. Some Tasks will have more than one deliverable.

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. It is also not fair to students who completed their work on time, and the instructor who has grading deadlines.
However, I do understand that life happens to all of us. If a situation occurs that may prevent you from completing a task 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. *Deliverables will be due on Sundays at 11:59 pm.*

**Accommodations**

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: [http://aes.iupui.edu](http://aes.iupui.edu). Tel. 317 274-3241. Visit [http://aes.iupui.edu](http://aes.iupui.edu) for more information.

- Learning disabilities means any mental/physical/health condition that affects your ability to learn and complete assignments.
- If you have a sudden and clearly temporary medical issue, like flu or a car crash, I can handle a request for a due date extension.
- If you have ongoing issues, you absolutely need to contact AES. Faculty need the input of AES staff in order to be fair to all students.

I make use of Kaltura video for lectures and demonstrations. If you have been authorized to receive captions as an accommodation, please let me know as soon as possible. Most resources should be accessible to visually-impaired students. All task directions are in .pdf format. If .pdfs or web-based readings are inaccessible, please contact me for substitutions.

**Canvas**

Canvas will be an integral part of the course. 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, Task instructions, exercises for grade, Kaltura Media, answer keys, and other course documents.

**Your Questions, Concerns, and Comments**

Please do not hesitate to contact me directly via Canvas mail with any questions. I may profit by your questions by also answering them publicly if the answer will be of general interest to others -- but I will not reveal your identity. If needed, I will also use Canvas Announcements to notify the entire group (e.g., syllabus change, my availability, etc.).
What Tools you Need

You are already using some browser, of course, but you will need to see if it is the most recent version. If it is not, update it. For PC users, you need to have the most recent version of Edge, Internet Explorer, Firefox, or Chrome. For Mac users, you need to have the most recent version of Safari or the most recent version of either Firefox or Chrome. You will also need to be able to open, edit, save and upload Word documents using the extension .docx.

Course Schedule

I have designed the weekly tasks in order for me to evaluate your performance and ensure that you are keeping up. Detailed instructions will be provided for every task in Canvas. On the Home page, there is a link to the week’s Task under the Task # column. Each task will have instructions on how it is to be submitted.

The syllabus indicates what we cover for a particular task period and what is due at the end of the period. You can "hand in" any work early if you are done, of course, but otherwise the weekly tasks will be due on Sundays by 11:59pm your time zone unless otherwise indicated. Work handed in early is considered ready to be graded unless otherwise specified or arranged.

<table>
<thead>
<tr>
<th>Task #</th>
<th>Date Range</th>
<th>Due</th>
<th>Deliverables</th>
<th>Points</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task-01</td>
<td>Aug 21 - Aug 27</td>
<td>Aug 27</td>
<td>Task-01 Discussion/ Task-01 MARC Template</td>
<td>5</td>
<td>Introduction &amp; Review</td>
</tr>
<tr>
<td>Task-02</td>
<td>Aug 28 - Sept 3</td>
<td>Sept 3</td>
<td>Task-02 Quiz Koha Record</td>
<td>10</td>
<td>RDA/RDA Toolkit &amp; WEMI Relationships / Linking Field</td>
</tr>
<tr>
<td>Task-03</td>
<td>Sept 4 - Sept 10</td>
<td>Sept 10</td>
<td>Task-03 Quiz</td>
<td>5</td>
<td>Serials I</td>
</tr>
<tr>
<td>Task-04</td>
<td>Sept 11 - Sept 17</td>
<td>Sept 17</td>
<td>Task-04 Quiz</td>
<td>5</td>
<td>Serials II</td>
</tr>
<tr>
<td>Task-05</td>
<td>Sept 18 - Sept 24</td>
<td>Sept 24</td>
<td>Task-05 MARC Template</td>
<td>10</td>
<td>Serials III</td>
</tr>
<tr>
<td>Task-06</td>
<td>Sept 25 -</td>
<td>Oct 1</td>
<td>Task-06 Quiz</td>
<td>10</td>
<td>Audiovisual</td>
</tr>
<tr>
<td>Task #</td>
<td>Date Range</td>
<td>Due</td>
<td>Deliverables</td>
<td>Points</td>
<td>Topic</td>
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<tr>
<td>Task-07</td>
<td>Oct 2 - Oct 8</td>
<td>Oct 8</td>
<td>Task-07 MARC Template</td>
<td>10</td>
<td>Audiovisual materials II</td>
</tr>
<tr>
<td>Task-08</td>
<td>Oct 9 - Oct 15</td>
<td>Oct 15</td>
<td>Task-08 Quiz</td>
<td>5</td>
<td>Online/Digital Resources</td>
</tr>
<tr>
<td>Task-09</td>
<td>Oct 16 - Oct 22</td>
<td>Oct 22</td>
<td>Task-09 MARC Template</td>
<td>10</td>
<td>Online/Digital Resources</td>
</tr>
<tr>
<td>Task-10</td>
<td>Oct 23 - Oct 29</td>
<td>Oct 29</td>
<td>Task-10 Quiz/ Koha Record</td>
<td>10</td>
<td>3-Dimensional Artifacts</td>
</tr>
<tr>
<td>Task-11</td>
<td>Oct 30 - Nov 5</td>
<td>Nov 5</td>
<td>Koha Authority Record</td>
<td>10</td>
<td>Authority Work/ Classification</td>
</tr>
<tr>
<td>Task-12</td>
<td>Nov 6 - Nov 12</td>
<td>Nov 12</td>
<td>Reading</td>
<td>-</td>
<td>Linked Data/ BIBFRAME</td>
</tr>
<tr>
<td>Task-13</td>
<td>Nov 13 - Nov 19</td>
<td>Nov 19</td>
<td>BIBFRAME Model / Statement</td>
<td>10</td>
<td>Linked Data/ BIBFRAME</td>
</tr>
<tr>
<td>Task-14</td>
<td>Nov 20 - Nov 26</td>
<td>Break</td>
<td>------</td>
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<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Task-15</td>
<td>Nov 27 - Dec 3</td>
<td>December 3</td>
<td>MARCEdit Project</td>
<td>5</td>
<td>MARCEdit/ Final Project</td>
</tr>
<tr>
<td>Task-16</td>
<td>Dec 4 - Dec 10</td>
<td>December 10</td>
<td>Final Project</td>
<td>25</td>
<td>Final Project Due</td>
</tr>
</tbody>
</table>

**Course Outline**

**Task-01: Introduction to the Course**

Introduction  
Cataloging Ethics  
Review of the Functional Requirements of Bibliographic Records (FRBR)  
Review of the International Cataloging Principles (ICP)  
Review of MARC encoding  
Cataloging a Print Monograph in Full
Task-02: RDA / RDA Toolkit and WEMI Relationships

Review of RDA
RDA Toolkit
Tools - WebDewey, OCLC Connexion, Web Classification, Koha
Recording relationships between WEMI entities
MARC 7XX Linking Fields

Task-03: Serials I: Title

Introduction to Serials
CONSER
Source of Information
Recording Serial Titles
Serial Title Proper Major Change
Serial Title Proper Minor Change

Task-04: Serials II: More Serial Attributes

Corporate Bodies as Serial Main Entry
Recording Publication Attributes
Changes in Publication Information
Numbering and Frequency and Recording Changes
Online Serials

Task-05: Serials III: Complete Record

Serial MARC Fixed Fields
CONSER Standard Record
Original Cataloging of a Serial

Task-06: Audiovisual Materials I

Introduction
007 Field
OLAC Guidelines/Best Practices
Video: DVDs, Blu-Ray
Television
Task-07: Audiovisual Materials II
Sound Recordings
Audiobooks
Music
Playaways
Kits
Cartographic Materials

Task-08: Online/Digital Resources I
Provider-Neutral Guidelines
Best Practices Resources
eBooks
eAudio
Streaming Media

Task-09: Online/Digital Resources II
Integrating Resources:
Updating Websites
Updating Databases

Task-10: Three-Dimensional Artifacts/Realia
Art originals/reproductions
Equipment
Games/Toys
Naturally Occurring Objects (Realia)

Task-11: Authority Work
DCM: Descriptive Cataloging Manual Z1: Name and Series Authority Records
NACO Participants Manual
Creating Authority Records
Uniform Titles
Other Classification Systems
Task-12: Linked Data/BIBFRAME I

The Future of Bibliographic Control
Linked Data Introduction
RDF Triples

Task-13: Linked Data/BIBFRAME II

BIBFRAME Introduction
BIBFRAME 2.0 Model & Vocabulary
MARC-to-BIBFRAME Conversion
Creating BIBFRAME Statements

Task-14: Thanksgiving Break

Break

Task-15: MARCEdit

Intro to the MARCEdit Tool
Batch Processing in Cataloging

Task-16: Final Project

Complete Final Project

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
</table>
| A  
100% to 97% | 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. |
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>5 Point Task Range</th>
<th>10 Point Task Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>&lt;97% to 92%</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>
<td>4.8 to 4.6</td>
</tr>
<tr>
<td>B+</td>
<td>&lt;92% to 88%</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>
<td>4.8 to 4.6</td>
</tr>
<tr>
<td>B</td>
<td>&lt;88% 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>
<td>4.8 to 4.6</td>
</tr>
<tr>
<td>B-</td>
<td>&lt;84% to 80%</td>
<td>Marginal work. Student performance demonstrates incomplete understanding of course materials.</td>
<td>4.8 to 4.6</td>
</tr>
<tr>
<td>C+ through C-</td>
<td>&lt;80% 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>
<td>4.8 to 4.6</td>
</tr>
<tr>
<td>D through F</td>
<td>&lt;70%</td>
<td>Student has failed the course. An incomplete is not an available option.</td>
<td>4.8 to 4.6</td>
</tr>
</tbody>
</table>

I grade weekly assignments according to this same overall scale above. For instance, a score of 4.5 on a 5 Point Task is equivalent to 90%. This means that I consider it “very good work”, as defined above.
<table>
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</thead>
<tbody>
<tr>
<td>B+</td>
<td>Very good work</td>
<td>4.5 to 4.4</td>
<td>9.1 to 8.8</td>
</tr>
<tr>
<td>B</td>
<td>Good work</td>
<td>4.3 to 4.2</td>
<td>8.7 to 8.4</td>
</tr>
<tr>
<td>B-</td>
<td>Marginal work</td>
<td>4.1 to 4.0</td>
<td>8.3 to 8.0</td>
</tr>
<tr>
<td>C+ and below</td>
<td>Unsatisfactory work</td>
<td>3.9 and below</td>
<td>7.9 and below</td>
</tr>
</tbody>
</table>

Notes:
- 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).
- A grade of “B” is the norm for graduate level students.
- LIS instructors coordinate grades to percentage scales differently. For instance, a 95% grade may count as an A in one course but an A- in another. It is your responsibility to understand what a scale is in place for a given course.

Incompletes
Incompletes are only available when unexpected events prevent completion of the course requirements in the usual time frame. No student with multiple incompletes may register for additional courses. Left unchanged, an Incomplete automatically becomes an F after one year: [http://registrar.iupui.edu/incomp.html](http://registrar.iupui.edu/incomp.html)

Administrative withdrawal
A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student’s responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal. Learn more at [http://registrar.iupui.edu/withdrawal-policy.html](http://registrar.iupui.edu/withdrawal-policy.html)

Student Learning Outcomes
Course Learning Outcomes

- Recognize the various entities and relationships involved in underlying concepts that are the foundation of bibliographic control
- Select appropriate guidelines and instructions to apply to the bibliographic description and subject analysis of various types of materials and resources
- Interpret cataloging standards/best practices and apply them to bibliographic description appropriately.
- Evaluate descriptive cataloging records for quality.
- Differentiate mode of issuance between monographs, serials, and integrating resources.
- Differentiate between print and online resources, and recognize the differing standards to apply to their description.
- Compare and contrast cataloging of video, audio, cartographic, streaming media, continuing resources, digital resources, three dimensional artifacts, realia, and other special materials.
- Communicate the need for library data to be expressed as Linked Data for increased access through the Semantic Web.
- Anticipate the future of bibliographic description through BIBFRAME statements and Work records.

Graduate and Professional Learning

Graduate students in professional graduate level programs on the IUPUI campus will demonstrate the following abilities:

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

MLS 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:

1. Approach professional issues with understanding
   - Understand the social, political, ethical, and legal aspects of information creation, access, ownership, service, and communication
1. Anticipate emerging trends and respond proactively

2. Assist and educate users
   - Analyze and identify the information needs of diverse communities of users
   - Educate users and potential users to locate, use, and evaluate information resources and tools
   - Analyze and evaluate information systems and services in a variety of settings

3. Develop and manage collections of information resources
   - Design and apply policies and procedures that support the selection and acquisition of information resources for particular communities of users
   - Manage, evaluate, and preserve physical and virtual collections of information resources
   - Uphold ethical and legal standards in acquiring, leasing, preserving, and providing access to information resources

4. Manage and lead libraries and other information organizations
   - Perform basic managerial functions, including planning, budgeting, and performance evaluation
   - Communicate effectively to a variety of audiences
   - Apply theories of organizational behavior and structure

5. Represent and organize information resources
   - Understand and apply principles of representation and organization

6. Use research effectively
   - Design, conduct, interpret, and take action based upon research and evaluation

7. Deploy information technologies in effective and innovative ways
   - Implement and evaluate information and communication technologies for efficiency, usability, and value to users

**ALA MLS COMPETENCIES**

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

**Foundations of the Profession**

1A. The ethics, values, and foundational principles of the library and information profession.
1B. The role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience).
1C. The history of libraries and librarianship.
1D. The history of human communication and its impact on libraries.
1E. Current types of library (school, public, academic, special, etc.) and closely related information agencies.
1F. National and international social, public, information, economic, and cultural policies and trends of significance to the library and information profession.
1G. The legal framework within which libraries and information agencies operate. That framework includes laws relating to copyright, privacy, freedom of expression, equal rights (e.g., the Americans with Disabilities Act), and intellectual property.
1H. The importance of effective advocacy for libraries, librarians, other library workers, and library services.
1I. The techniques used to analyze complex problems and create appropriate solutions.
1J. Effective communication techniques (verbal and written).
1K. Certification and/or licensure requirements of specialized areas of the profession.

Information Resources

2A. Concepts and issues related to the lifecycle of recorded knowledge and information, from creation through various stages of use to disposition.
2B. Concepts, issues, and methods related to the acquisition and disposition of resources, including evaluation, selection, purchasing, processing, storing, and de-selection.
2C. Concepts, issues, and methods related to the management of various collections.
2D. Concepts, issues, and methods related to the maintenance of collections, including preservation and conservation.

Organization of Recorded Knowledge and Information

3A. The principles involved in the organization and representation of recorded knowledge and information.
3B. The developmental, descriptive, and evaluative skills needed to organize recorded knowledge and information resources.
3C. The systems of cataloging, metadata, indexing, and classification standards and methods used to organize recorded knowledge and information.
Technological Knowledge and Skills

4A. Information, communication, assistive, and related technologies as they affect the resources, service delivery, and uses of libraries and other information agencies.
4B. The application of information, communication, assistive, and related technology and tools consistent with professional ethics and prevailing service norms and applications.
4C. The methods of assessing and evaluating the specifications, efficacy, and cost efficiency of technology-based products and services.
4D. The principles and techniques necessary to identify and analyze emerging technologies and innovations in order to recognize and implement relevant technological improvements.

Reference and User Services

5A. The concepts, principles, and techniques of reference and user services that provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups.
5B. Techniques used to retrieve, evaluate, and synthesize information from diverse sources for use by individuals of all ages and groups.
5C. The methods used to interact successfully with individuals of all ages and groups to provide consultation, mediation, and guidance in their use of recorded knowledge and information.
5D. Information literacy/information competence techniques and methods, numerical literacy, and statistical literacy.
5E. The principles and methods of advocacy used to reach specific audiences to promote and explain concepts and services.
5F. The principles of assessment and response to diversity in user needs, user communities, and user preferences.
5G. The principles and methods used to assess the impact of current and emerging situations or circumstances on the design and implementation of appropriate services or resource development.

Research

6A. The fundamentals of quantitative and qualitative research methods.
Continuing Education and Lifelong Learning

7A. The necessity of continuing professional development of practitioners in libraries and other information agencies.
7B. The role of the library in the lifelong learning of patrons, including an understanding of lifelong learning in the provision of quality service and the use of lifelong learning in the promotion of library services.
7C. Learning theories, instructional methods, and achievement measures; and their application in libraries and other information agencies.
7D. The principles related to the teaching and learning of concepts, processes and skills used in seeking, evaluating, and using recorded knowledge and information.

Administration and Management

8A. The principles of planning and budgeting in libraries and other information agencies.
8B. The principles of effective personnel practices and human resource development.
8C. The concepts behind, and methods for, assessment and evaluation of library services and their outcomes.
8D. The concepts behind, and methods for, developing partnerships, collaborations, networks, and other structures with all stakeholders and within communities served.
8E. The concepts behind, issues relating to, and methods for, principled, transformational leadership.

COURSE EVALUATION POLICY

Course Evaluation Policy: 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 through Canvas. 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. A course
evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.

STUDENT 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 IU Code of Student Rights: IU Code of Student Rights

All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. How To Recognize Plagiarism Tutorial and Test. You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com. http://www.ulib.iupui.edu/libinfo/turnitin

Academic Misconduct:

1. Cheating: Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   1. 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.
   2. 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.
   3. 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.
4. 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.

5. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

6. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

7. 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.

8. 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.
   1. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
   2. A student must give credit to the originality of others and acknowledge indebtedness whenever:
      1. directly quoting another person’s actual words, whether oral or written;
      2. using another person’s ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
      5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

3. 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.

4. 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.

5. 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.
IUPUI COURSE POLICIES

A number of campus policies governing IUPUI courses may be found at the following link: IUPUI Course Policies

Email

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

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. Visit Adaptive Educational Services for more information.

Administrative Withdrawal

A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student’s responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

IUPUI 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.