

# **LIS S632 Advanced Resource Management (Fall 2020)**

IUPUI School of Informatics and Computing

Department of Library and Information Science

August 24 to December 13, 2020

Each week begins on Monday and ends on Sunday

Instructor: Angela L. White

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Please use Canvas mail to contact me for class matters so that we can keep track of our correspondence. You can also e-mail me at [akenimon@iu.edu](mailto:akenimon@iu.edu). Either way, I will return mail within 48 hours, at the most.

## **COURSE DESCRIPTION**

An introduction to management of an acquisitions unit in libraries and other information agencies of all sizes and types. Content includes an overview of acquiring, providing access to, administering, supporting, and monitoring access to print and electronic resources. Principles of licensing, purchasing methods, and pricing models will be explored along with the complex relationships between vendors, publishers, platform providers, and information agencies.

## **Extended description**

This course provides a practical foundation in the essential concepts, processes, and technologies driving electronic resource management in libraries. Electronic resources management encompasses the selection, acquisition, licensing, accessibility, linking, branding, evaluation, cost control, and preservation of licensed electronic resource. Topics covered include scholarly publishing, open access, library-vendor relations, information standards, contract law, copyright, linking and aggregation technologies, and the management systems used to control the administrative metadata for electronic resources. Course content will be of interest to all technical services staff who collect, manage, maintain, or make accessible electronic resources in any information environment.

## **Prerequisites**

LIS S401 or S500 and LIS S502

## Required textbook(s)

Ross, S.V.T., & Sutton, S.W. (2016). *Guide to electronic resource management*. Libraries Unlimited.

Textbook available as an online resource via IUCAT.

Additional required readings are assigned for each module. Brief citations are listed in the Course Schedule below. Additional readings can be found in Canvas, online, or searchable in IU databases.

## Citing Sources

You are responsible for providing complete citations in all written assignments for materials you consult, quote, or otherwise borrow ideas from. Use APA 7th edition format.

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

## Required Software

You need software such as a word processor to complete some assignments. 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>
- **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> (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? \(<https://kb.iu.edu/d/aclo>\)](https://kb.iu.edu/d/aclo)

# OUTCOMES and 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. **Readings** are scheduled by the instructor on course materials.
2. **Discussion Board posts** (D) determine attitude and effort in course activities as well as allow students to lead discussions, prepare and present original content and actively interact and share with classmates.
3. **Assignments** (A) assess comprehension and skill acquisition.
4. **Special papers/projects** (S) afford the opportunity for students to apply concepts covered in the course.

Upon completion of this course students will	RBT	PGPL	PLO	Assessment
C1. Analyze and dissect each stage of the life cycle of e-resources.	4	3		D2, D3
C2. Compare technology standards and how they support electronic resource management.	4	3	6	S1, D3, A1
C3. Analyze the evolving relationships among publishers, vendors, and libraries.	4	3	4	A3, S2, A1, D8
C4. Critically examine laws and policies that impact electronic resource management.	5	3	1	D6, A2
C5. Practice selection, licensing, and evaluation of electronic resources.	5	1, 3	3, 7	S2, D5, A3, D8, A4
C6. Prepare and present original content to the class, and actively interact with classmates.	6	2, 3	5	S3.3
C7. Analyze current issues or events in electronic resources management.	4	3, 4	2	S3.2

## 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
2. Communicate effectively with their peers, their clientele, and the public
3. Think critically and creatively to improve practice in their field
4. Meet all ethical standards established for the discipline

## LIS 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

This is the tentative schedule for the semester. It is meant to give you an overall sense of the course content and pace. There may be some changes as the course progresses. If there are any changes to course readings, activities, and assignments, you will be notified in Canvas.

D: Discussion Board post- **Original post due by Wednesday (11:59pm) of the assigned week, 1 reply due by Sunday (11:59pm) of the assigned week; no more than 750 words per post**

A: Assignments- Due by Sunday of the assigned week

S: Special Project/Paper- Due dates assigned.

Module	Topics	Readings	Tasks and Due Dates
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<b>Module</b>	<b>Topics</b>	<b>Readings</b>	<b>Tasks and Due Dates</b>
Week 1: 8/24 – 8/30	Course Introduction and Background	Hawthorne (2008), Jennings (2009)	Read; D1
Week 2: 8/31- 9/6	Overview of Electronic Resources Management	Ross & Sutton (2016) chapter 1, Breeding (2018) NASIG Core Competencies	Read; D2
Week 3: 9/7 - 9/13	Information Systems and Standards in the ERM Community	Ross & Sutton (2016) chapter 3, Carpenter (2011), Anderson (2014)	Read; D3; <b>S1</b>
Week 4: 9/14 - 9/20	Economics of the Digital Content Environment	Ross & Sutton (2016) chapter 2, Koury (2012), Horava (2016), Thomas (2009), Anderson (2013), Bosch et al (2018)  Optional: Ostergaard & Rossman (2017), Ryan & Smith (2014)	Read, A1
Week 5: 9/21 - 9/27	Scholarly Communication & Open Access	Ross & Sutton (2015) chapter 10, Boissy (2014), ACRL Scholarly Communication Toolkit, SPARC	Read; A2
Week 6: 9/28 - 10/4	Investigation of New Content	Ross & Sutton (2016) chapter 4, Johnson, S., Evensen, O. G., Gelfand, J., Sipe, L., & Zilper, N. (2012), Johnson (2013)	Read; A3
Week 7: 10/5 - 10/11	Acquiring Electronic Resources	Emery & Stone (2013a), Downey (2012), Carroll (2014), Weicher (2012), Pedersen (2014), Nabe (2012)  Optional: Pan (2012), Ashmore, B., Weddle, J., & Grogg, J.E. (2012) chapters 1, 2	Read; D4; D8.1*

<b>Module</b>	<b>Topics</b>	<b>Readings</b>	<b>Tasks and Due Dates</b>
Week 8: 10/12 - 10/18	Licensing Electronic Resources	Ross & Sutton (2016) chapter 5, Weir (2012) chapter 4, Harris (2002), LibLicense (2017)	Read; S2; D5
Week 9: 10/19 - 10/25	Copyright & Scholarly Sharing	Scholarly Sharing Explained Podcast (2016), NPR (2016), Rapple (2017), Dylla (2016) "What's at stake" (2011), Anderson (2014), "Authors Guild" (2015)	Read; D6; S3.1
Week 10: 10/26 - 11/1	Implementing and Providing Access	Ross & Sutton (2016) chapter 6, Emery & Stone (2013b), Millman (2009), Vaughn (2014), Walker (2015), Schonfeld (2016)	Read; A4
Week 11: 11/2 - 11/8	Managing Access & Discovery	Ross & Sutton (2016) chapter 7, Mann (2014), Samples (2014)	Read; D7; A5
Week 12: 11/9 - 11/15	Usage, Assessment, & Evaluation	Ross & Sutton (2016) chapter 8, Emery & Stone (2013c), Rogers (2012), Sutton (2013), Project COUNTER Code of Practice, Fleming-May & Grogg (2010) chapters 1-3, Rogers (2012), Timms (2012), Cohen & Thorpe (2015)	Read; D8
Week 13: 11/16 – 11/22	Preservation	Ross & Sutton (2016) chapter 9, Nadal (2014)	Read; A6
<b>Week 14: 11/23 – 11/29</b>	<b>No class – Thanksgiving</b>	None	None

Module	Topics	Readings	Tasks and Due Dates
Week 15: 11/30 - 12/6	Trends, Issues & Future Directions	Ross & Sutton (2016) chapter 11, Fluvog, et al., (2015)	Read; <b>S3.2</b>
Week 16: 12/6 - 12/13	Special Topic Paper Presentations	<b>None</b>	<b>S3.3</b>

## COURSE ASSIGNMENTS

Required Deliverables	Point Value	Due Date(s)	Percentage of Final Grade
Discussion Board posts (8)	25	Bi-weekly	25%
Assignments (6)	30	By assignment	30%
Standards Research S1	10	9/13	10%
License Review S2	10	10/18	10%
Special Topic Proposal S3.1	5	10/25	5%
Special Topic Paper S3.2	15	12/6	15%
Special Topic Presentation S3.3	10	12/13	10%
TOTAL	100		100%

**Class Discussion Participation D1-8:** Students are expected to complete weekly readings and participate in discussions through thoughtfully written posts and responses. Student discussion posts should reflect a competent understanding of the assigned materials.

Discussions provide an opportunity for you to demonstrate what you have learned, to share your experiences, and to broaden your understanding of the course content through conversation with your classmates. This is the core part of our class, and it is a much better experience when all students participate regularly, actively, and substantively. Participating consistently, with thoughtful answers early in the week, and responding to, and engaging in discussion with your peers, will have positive effects on your overall grade.

**Assignments A1-6:** Each student will complete assignments.

**Standards Research S1:** Each student will research and critically examine the history, development, and impact of an information standard and present the findings in the form/style of a conference poster or infographic.

**License Review S2:** Students will review a license agreement between the vendor of an electronic resource and a library looking for library friendly and unfriendly clauses, suggesting alternative language for library unfriendly clauses, and suggesting points/clauses to be negotiated.

**Special Topic Paper & Presentation S3:** Each student will research and critically examine a special issue, law or policy as it relates to electronic resource management. Topics will be selected and approved early in the semester. The final papers should be no longer than 7 pages, excluding references and appendices. Paper findings will be presented via a narrated PowerPoint presentation in a class forum. [Proposal S3.1, Paper S3.2, Presentation S3.3]

## GRADING SCALE

Below I have provided the percentage of the final grade represented by each assignment. Please note that while you earn points for each assignments, those points may not translate directly to the percentage of your final grade below (i.e. grades are weighted).

Grade	Description
A 100 % to 93.0%	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.
A- 92.9% to 90.0%	Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B+ 89.9 % to 87.0%	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.
B 86.9 % to 83.0%	Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.
B- 82.9 % to 80.0%	Marginal work. Student performance demonstrates incomplete understanding of course materials.
C+ through C- 79.9 % to 70.0%	Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials. An incomplete may be granted under special circumstances.
D through F 69.9 % >	Student has failed the course. An incomplete is not an available option.

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).



Please see [Unofficial Withdrawal/Final Grades: FN, FNN and F Grading](#) for explanation of the different F grade options.

## **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 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](http://studentcentral.iupui.edu/grades-progress/incompletes.html))

### **Deliverables**

You are responsible for completing each deliverable (e.g., Module) 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.

## **Late Work**

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. Extensions may be granted by the instructor if a student contacts the instructor before the deadline at the instructor's discretion.

## **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.

## **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 meet the program outcomes.

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

## **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 meet the ALA standards.

See: [ALA Core Competences of](#)

[Librarianship](http://www.ala.org/educationcareers/sites/ala.org.educationcareers/files/content/careers/corecomp/corecompetences/finalcorecompstat09.pdf) (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 \(studentcode.iu.edu/\)](http://studentcode.iu.edu/)

All students must also successfully complete [How to Recognize Plagiarism: Tutorials and Tests \(plagiarism.iu.edu\)](http://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 \(studentcentral.iupui.edu/register/administrative-withdrawal.html\)](http://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](mailto:capsindy@iupui.edu). For more information visit the [CAPS website \(iupui.edu/health-wellness/counseling-psychology/\)](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 \(AES\) \(diversity.iupui.edu/offices/aes/index.html\)](http://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 \(protect.iu.edu/emergency-planning/emergency-contact/iupui.html\)](http://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 \(policies.iu.edu/categories/academic-faculty-students.html\)](http://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 \(studentcentral.iupui.edu/register/index.html\)](http://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 \(studentcentral.iupui.edu/calendars/holidays/index.html\)](http://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 \(stopsexualviolence.iu.edu/\)](http://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](mailto:studvoc@iupui.edu). For more information visit [Office of Student Advocacy and Support \(studentaffairs.iupui.edu/advocacy-resources/index.html\)](http://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.