



**IUPUI**

SCHOOL OF INFORMATICS AND COMPUTING  
Department of Human-Centered Computing

## **NEWM-N 245**

### **Introduction to 3D Preproduction**

**Media Arts and Science Program**  
**Spring 2020**

*Section:* *Credit Hours:* 3  
*Time:* *Date:*  
*Location:* Informatics & Communications Technology Complex  
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)  
*Instructor:* Jacob E. Dobson, Master of Fine Arts, Lecturer  
*Office Hours:* By appointment  
*Office:* IT 483  
*Phone:* (317) 274-4393 *Email:* dobson@iu.edu  
*Lab Assistant:* TBA

#### **COURSE DESCRIPTION**

This course covers the preproduction process for digitized models. Specifically, students learn how to create, sculpt, and scan characters into a computer and then revise them using digital sculpting software. As students hone their modeling technique, they also discuss and apply aesthetics to character development and engage in peer critique.

*Prerequisites:* None

*Provided Hardware and Software:* 3D scanner, ZBrush

#### **EXTENDED COURSE DESCRIPTION**

This course replicates the preproduction process for digitized maquettes. Students develop effective modeling techniques for three-dimensional (3D) animated forms. Issues relating to 3D forms and aesthetics are discussed and applied in both analog and digital media. The course emphasizes the organic character development pipeline from clay, to digitization, to early film and game production. The weekly activities simulate a large part of the preproduction process found in industry. First, students begin with creating the character by using model sheets of the gesture, clothing, textures, and so on. Second, they sculpt the character by hand using an armature, geometric forms, drawings, and reference photos for inspiration and understanding of the form. Third, they scan the character three dimensionally so it can be modeled in 3D directly in the computer. Fourth, the 3D model is brought back to the class (which acts as the client) to critique the design of the character.

## LEARNING OUTCOMES

Upon completion of this course, the student will	RBT*	SWC†	PLUS‡	PLO**	Assessment
1. Create digitized maquettes from character model sheets.	6	6.5	P1.4 P3.2	2, 7	Gesture Model Sheet 1, 2, 3
2. Interpret form by copying in clay 3D representations destined for digital media.	3	6.3, 6.5	P2.3	5	Detail & Texture 1, 2, 3
3. Create armatures for organic forms.	6	6.2	P2.1 P3.1	4	Assemble Armature 1
4. Understand how the human form is shaped by its skeleton and muscles.	2	6.3	P2.4 P3.2	6	Model & Block 1, 2, 3
5. Compose designs using reference photographs to understand complex organic forms.	6	6.5	P1.4 P3.2	2, 7	Drawing & Photos 1, 2, 3
6. Explore the relation between fine art and media art by making a character maquette for preproduction.	3	6.1, 6.7	P2.3	5	<b>Reflection 1</b> and all other assessments
7. Scan modeled forms into the computer.	3	6.2	P2.4 P3.2	6	Digital Scanning 1
8. Revise scanned modeled forms using a digital sculpting tool (e.g., ZBrush).	3	6.2	P2.1 P3.1	4	Digital Modeling 1 Digital Clean Up 1
9. Critique own work and that of peers, such as preproduction designs, models, scans for 3D games and films.	5	6.1, 6.3–7	P1.4 P2.3	2, 5	Critique 1, 2, 3 <b>Mile Marker Critique 4</b>

\*Revised Bloom's Taxonomy (RBT): 1. Remembering, 2. Understanding, 3. Applying, 4. Analyzing, 5. Evaluating, 6. Creating

**†STATEWIDE COMPETENCIES***6. Humanistic and Artistic Ways of Knowing*

Upon completion of the Statewide Transfer General Education Core, students will

6.1 Recognize and describe humanistic, historical, or artistic works or problems and patterns of the human experience.

6.2 Apply disciplinary methodologies, epistemologies, and traditions of the humanities and the arts, including the ability to distinguish primary and secondary sources.

6.3 Analyze and evaluate texts, objects, events, or ideas in their cultural, intellectual or historical contexts.

6.4 Analyze the concepts and principles of various types of humanistic or artistic expression.

6.5 Create, interpret, or reinterpret artistic and/or humanistic works through performance or criticism.

6.6 Develop arguments about forms of human agency or expression grounded in rational analysis and in an understanding of and respect for spatial, temporal, and cultural contexts.

6.7 Analyze diverse narratives and evidence to explore the complexity of human experience across space and time.

IUPUI General Education: **Arts and Humanities**

## PLO–PLUS MAPPING

※ <i>Media Arts and Science B.S. Program-level Learning Outcomes (PLO)</i>	‡ <i>Profiles of Learning for Undergraduate Success (PLUS, IUPUI+)</i>
1. Understand digital media and its effective use as a form of communication.	<b>P1.1 Communicator</b> – Evaluates Information
2. Communicate ideas effectively in written, oral, and visual form to a range of audiences.	<b>P1.4 Communicator</b> – Conveys Ideas Effectively <b>P1.2 Communicator</b> – Listen Actively* <b>P3.2 Innovator</b> – Creates/Designs**
3. Work effectively as a member of a team to achieve a common goal.	<b>P2.2 Problem Solver</b> – Collaborates <b>P1.3 Communicator</b> – Builds Relationships*
4. Analyze a problem, identify and evaluate alternatives, and plan an appropriate solution.	<b>P2.1 Problem Solver</b> – Thinks Critically <b>P3.1 Innovator</b> – Investigates*
5. Evaluate media from multiple perspectives using the theories, concepts, and language of digital media with an appreciation for the history, theory, and traditions of digital media.	<b>P2.3 Problem Solver</b> – Analyzes, Synthesizes, and Evaluates
6. Demonstrate mastery of the concepts, techniques, and tools in one or more digital media specialties.	<b>P2.4 Problem Solver</b> – Perseveres <b>P3.2 Innovator</b> – Creates/Designs*
7. Develop professional quality digital media productions by promptly applying knowledge and skills including best practices and standards.	<b>P3.2 Innovator</b> – Creates/Designs <b>P3.3 Innovator</b> – Confronts Challenges*
8. Explain the impact of digital media on individuals, organizations, and society.	<b>P4.4 Community Contributor</b> – Anticipates Consequences <b>P4.1 Community Contributor</b> – Builds Community*
9. Acknowledge diverse opinions regarding professional, ethical, legal, and social issues with a global perspective.	<b>P4.3 Community Contributor</b> – Behaves Ethically <b>P4.2 Community Contributor</b> – Respectfully Engages Own and Other Cultures*
10. Plan for continuing professional development with an appreciation of the need for lifelong learning.	<b>P3.4 Innovator</b> – Makes Decisions

## WEEKLY SCHEDULE & GRADE ALLOCATION

Date	Week	Homework	Percent.
1/9	1	<i>Assemble Armature 1, Gesture Model Sheet 1</i>	5%
1/16	2	<i>Model &amp; Block 1 in General Geometric Forms</i>	5%
1/23	3	<i>Face, Hands &amp; Feet Using Drawing &amp; Photos 1</i>	5%
1/30	4	<i>Detail &amp; Texture 1 using Anatomy Reference</i>	10%
2/6	5	<i>Critique 1, Gesture Model Sheet 2</i>	5%
2/13	6	<i>Model &amp; Block 2 in General Geometric Forms</i>	5%
2/20	7	<i>Face, Hands &amp; Feet Using Drawing &amp; Photos 2</i>	5%
2/27	8	<i>Detail &amp; Texture 2 using Anatomy Reference, Reflection 1 on course so far</i>	10%
3/6	9	<i>Critique 2, Gesture Model Sheet 3</i>	5%
3/13	10	<i>Model &amp; Block 3 in General Geometric Forms</i>	5%
3/20	11	<i>Face, Hands &amp; Feet Using Drawing &amp; Photos 3</i>	5%
3/27	12	<i>Detail &amp; Texture 3 using Anatomy Reference</i>	10%
4/3	13	<i>Critique 3, Digital Modeling 1 (ZBrush)</i>	5%
4/10	14	<i>Digital Scanning 1 of Chosen Model</i>	5%
4/17	15	<i>Digital Clean Up 1 of Scan Holes</i>	5%
4/24	16	<i>Mile Marker Critique 4 of Final Digital Model</i>	10%
<b>Total</b>			<b>100%</b>

**All Homework is due before 1:00 am on the due dates.**

This weekly schedule is subject to change. Any changes will be posted to Canvas and discussed in lecture. Grades will be posted to Canvas assignments.

### Grading Scale

A+	100%+	Professional level work, showing highest level of achievement
A	93–99.99%	Extraordinarily high achievement, quality of work; shows command of the subject matter
A–	90–92.99%	Excellent and thorough knowledge of the subject matter
B+	87–89.99%	Above average understanding of material and quality of work
B	83–86.99%	Mastery and fulfillment of all course requirements; good, acceptable work
B–	80–82.99%	Satisfactory quality of work
C+	77–79.99%	Modestly acceptable performance and quality of work
C	73–76.99%	Minimally acceptable performance and quality of work
C–	70–72.99%	Unacceptable work
D+	67–69.99%	Unacceptable work
D	63–66.99%	Unacceptable work
D–	60–62.99%	Unacceptable work
F	Below 60	Unacceptable work

## **MILE MARKER**

The mile marker encompasses the following three assessments:

- Reflection 1 (week 8)
- Critique 4, expressed in a brief essay (week 16)
- The final digitized model (week 16)

The mile marker includes all statewide competencies (6.1–6.7) under *Humanistic and Artistic Ways of Knowing* (IUPUI Arts and Humanities).

## **RISE: EXPERIENTIAL LEARNING**

RISE stands for research, international, service, and experiential learning. Experiential learning is learning through the experience of doing. This course involves experiential learning because the student learns by performing the same tasks that are performed in the preproduction pipeline by professionals, using the same analog and digital techniques and tools, and undergoing the same process of critique. Experiential learning typically incorporates “learning through reflection on doing,” which occurs in the self and peer critiques. Students are also exposed to health related, research, and industrial projects, such as the development of prosthetics.

## **EXPECTATIONS, GUIDELINES, AND POLICIES**

### **COMMUNICATION**

1. Do NOT email professor on Canvas. Email the professor at [dobson@iu.edu](mailto:dobson@iu.edu)
2. Always address emails to both professor and the TAs each time you email.

### **LATE WORK POLICY**

ALL LATE WORK WILL BE AN F! (0 POINTS)

If student turns projects in by the next week, student may receive a maximum 59% which is better than 0%! Be sure to turn in everything on time and follow the assignment description. All Homework is due before 1:00 AM on the due dates. To be safe, always turn homework in the day before it is due!

Late work is defined as anything turned in after the assignment is due.

### **PENALTIES ON ASSIGNMENTS**

When grading your homework assignments, if you fail to follow the instructions, the following point deductions are applied to your grade:

1. If you fail to turn in your work in the format provided: -50% points
2. If you fail to use lecture and lab time efficiently: -10% points

3. If you trace. 0% (And other penalties.)

### CLASS CONDUCT

1. No laptops or phones during lectures and demos
2. Take notes in visual journals
3. Participate with a positive excited attitude (Even if you don't feel like it means being professional.)
4. Contributing to critiques and request critiques in class
5. Deliverables (turning in what is asked for, the way its asked for)
6. Language, dress and smell all say you care and are professional.
7. Presentation Quality Don't have to be reminded to have craftsmanship and pride with EVERYTHING that has your name on it.
8. Being a team player by contributing socially, with service and kindness.
9. Be competitive! That can be measured in part by how much time you are spending on your work vs others.
10. Time Tracking and striving to be efficient (What are you worth? How long are you taking?)

### ATTENDANCE POLICY

1. Students cannot miss more than 3 classes
2. Email the professor and the TAs regarding your absence prior to class
3. Three tardies = 1 absence

Attendance to lecture is required. It entails being present and attentive for the entire class period. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Regular and punctual attendance is vital to the success of any class; therefore attendance to lecture is mandatory and attendance to labs is highly recommended. The assignments, in this class are cumulative and regular and punctual attendance is crucial to your success. I do understand that life happens and it may be impossible to attend every class, therefore, I will permit each student to miss 3 lectures or labs, regardless of reason, without any disciplinary action. **Any content missed will be the responsibility of the student, and lectures or labs will not be repeated, other than what might be posted online for class and late work will not be accepted.**

**If a student misses 4 lectures or labs for any reason, unless there are extenuating circumstances that have been discussed and arrangements have been made and approved by the instructors, the student will automatically fail the course.**

### **INCOMPLETE**

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>

## **DELIVERABLES**

Work for this course will be handed in via Canvas with weekly photos of sculpture progress. The lecture section is where readings and resources will be posted and where the instructor will contact you via email. General announcements for the course will be posted to the lecture section. Announcements will be posted to lab sections.

Absolutely nothing for credit will be accepted via email; this includes late work or anything else for which a student would expect to earn points.

If you want feedback on an assignment or exercise and you missed the due date, make an appointment to see me in my office and I will critique your work. At least that way you will learn from what you did right and what you did wrong so you can apply that knowledge to the remaining assignments/exercises. My best advice is just to get everything in on time to avoid this problem.

Extenuating circumstances can be discussed on an individual basis, but the final decision is up to the instructor in all cases and proof of the extenuating circumstance(s) will be required, such as a doctor's note, obituary notice, police report, or other substantial proof. Abuse of the system by previous students is the reason for this requirement.. In the event of an extenuation circumstance, graduate assistants will defer to the course instructor's decision.

**Check Canvas regularly (daily) for assignment details and messages in the event of an unforeseen change.** Failure to do so is not an excuse for missing an important message or assignment. **Redirecting your Canvas email to an email address you check daily is recommended, to avoid missing important information.**

Any project handed in during this course may be eligible for inclusion on my website as an example of student work. Previous examples of student work can be seen by visiting my image galleries on Facebook. If you do not wish for your work to be displayed on my teaching portfolio or website, please let me know in writing and I will honor your wishes.

**In the event that a student must miss an assignment it is the student's responsibility to contact the course instructor to arrange for an explanation of the assignment during office hours.**

**Pop quizzes that are missed may not be made up.**

Participation in discussion and critique is expected of all students. Critique is intended to be a place where we can explore the strengths and weakness of each other's work. Any personal attacks or unsubstantiated criticism (or praise) of work will not be tolerated. Every project/assignment/exercise is subject to critique.



## MODELING TOOLS

These tools pictured below cannot be purchased in state and have to be ordered from a website like Sculpture House. The other listed supplies below can be bought locally.

REQUIRED	Double Wire End Modeling Tool No. 206		\$18.00 <a href="https://www.sculpturehouse.com/p-79-double-wire-end-modeling-tool-no-206.aspx">https://www.sculpturehouse.com/p-79-double-wire-end-modeling-tool-no-206.aspx</a>
HIGHLY RECOMMENDED	Double Wire End Modeling Tool No. 283		\$15.00 <a href="https://www.sculpturehouse.com/p-145-double-wire-end-modeling-tool-no-283.aspx">https://www.sculpturehouse.com/p-145-double-wire-end-modeling-tool-no-283.aspx</a>
REQUIRED	Wax Modeling Tool No. 155		\$22.00 <a href="https://www.sculpturehouse.com/p-571-wax-modeling-tool-no-155.aspx">https://www.sculpturehouse.com/p-571-wax-modeling-tool-no-155.aspx</a>
HIGHLY RECOMMENDED	Wax Modeling Tool No. 164		\$24.00 <a href="https://www.sculpturehouse.com/p-168-wax-modeling-tool-no-164.aspx">https://www.sculpturehouse.com/p-168-wax-modeling-tool-no-164.aspx</a>
REQUIRED	Sculptor's Aluminum Caliper - 6"		\$10.00 <a href="https://www.sculpturehouse.com/p-84-sculptor-s-aluminum-caliper-6.aspx">https://www.sculpturehouse.com/p-84-sculptor-s-aluminum-caliper-6.aspx</a> or buy locally

### Supplies that can be bought locally:

1. Butter Knife
2. Ruler (18" Metal Ruler Preferred)
3. Modeling Tools (Wrapped Wire Clay Modeling Tools Preferred)

4. Plum Line (Large nut tied on the end of a sting will be fine.)
5. Needle-Nose Pliers
6. Sketchbook
7. Kemper Clean up Tool (substitute for No. 164 pictured above.) Purchase at local art supplies stores like Hobby Lobby or order online:  
[https://www.dickblick.com/products/kemper-clean-up-tool/?clickTracking=true&wmcp=pla&wmcid=items&wmckw=30392-9001&gclid=CjwKCAjw6vvoBRBtEiwAZq-T1atu-iMhgDE21S1v5ziXnPbLBcXpnOjiR18vv1DtVWFZ6Wk5R5uVWBoC0iUQAvD\\_BwE](https://www.dickblick.com/products/kemper-clean-up-tool/?clickTracking=true&wmcp=pla&wmcid=items&wmckw=30392-9001&gclid=CjwKCAjw6vvoBRBtEiwAZq-T1atu-iMhgDE21S1v5ziXnPbLBcXpnOjiR18vv1DtVWFZ6Wk5R5uVWBoC0iUQAvD_BwE)

## 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 > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. <https://www.indiana.edu/~istd> 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.
  - 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:
      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
  4. **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.
  5. **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.
  6. **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 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.

2. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones, engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. 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 other classroom visitors, 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 classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.
4. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at [capsindy@iupui.edu](mailto:capsindy@iupui.edu). For more information visit <http://life.iupui.edu/caps/>.
5. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are typically 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.
6. **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. The AES office is located at UC 100, Taylor Hall (Email: [aes@iupui.edu](mailto:aes@iupui.edu), Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.

7. **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.
8. **Emergency preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>
9. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: [http://registrar.iupui.edu/course\\_policies.html](http://registrar.iupui.edu/course_policies.html)
10. **No class attendance without official enrollment.** Only those who are officially enrolled in this course may attend class unless they are 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. <http://registrar.iupui.edu/official-enrollment-class-attendance.html> Children may *not* attend class with their parents, guardians, or childcare providers.
11. **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 <http://registrar.iupui.edu/religious.html>.
12. **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.
13. **Sexual misconduct:** IU does not tolerate sexual harassment or violence. For more information and resources, visit <http://stopsexualviolence.iu.edu/>.
14. **Student advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at [studvoc@iupui.edu](mailto:studvoc@iupui.edu). For more information visit <http://studentaffairs.iupui.edu/advocate>.

## 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.