Media Arts and Science Program

NEWM-N385
Seeing Sideways
Spring 2020

Instructor: Jacob Dobson
Email: dobson@iu.edu
Office Hours: by appointment (To sign up, go to link on Canvas home page.)
Office: IT 483
Phone: (317) 274-4393
Credit Hours: 3 Credit Hours (Must enroll both in the lecture section and in one lab)

Where / When / Section:

<table>
<thead>
<tr>
<th>Monday</th>
<th>21659</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeing Sideways</td>
<td>(3:00-5:40)</td>
</tr>
<tr>
<td>Room IT-159</td>
<td></td>
</tr>
</tbody>
</table>

COURSE DESCRIPTION
In this non-traditional open format course students will explore a variety of methods for fostering creative exploration in new media. Discussion, readings, blogging, and directed exercises lead the student to find individual ways of exploring different areas of new media through a variety of output options.

COURSE OBJECTIVES
To develop skills in critical thinking, creative problem solving, critical analysis, and performing peer critiques; to develop creativity through digital exploration and experimentation; to create projects derived from various sources; to acquire proficiency and confidence in public speaking and trying new things; and to master major principles of design. Individual projects and group lectures are designed to work in tandem to foster creative approaches to solving complex digital media problems. The successful student will leave this course with an understanding of and appreciation for experimentation with digital media and a mastery of a self-defined creative digital style. Throughout the course many different interpretive styles will be explored and discussed, and the student will need to effectively and creatively express a complex idea in digital form. A willingness to explore and experiment with a variety of output media is essential to complete the course. Class discussion and participation is crucial to these outcomes and regular attendance is mandatory.
Prerequisites: None

Recommended Resources:

Required:
Sketchbook (Size: between 8x10 and 11x14)

Highly Recommended (but not used in class):
The Art of Looking Sideways, by Alan Fletcher, Phaidon Press,

Things I Have Learned in My Life So Far, by Stefan Sagmeister, Abrams,

Digital Art, 2nd Edition, by Christiane Paul, Thames & Hudson;

New Media in Art (World of Art), by Michael Rush, Thames & Hudson, 2nd Edition,

Required Materials:
The student is responsible for providing access to

• An open mind
• Removable storage media
• Digital camera (recommended for documenting experiments to your blog)
• Drawing, coloring, sculpting, digital art tools, audio, etc. (Anything that can facilitate your
  creative exploration and experimentation.)

Labs and lab computers are to be used for school purposes only. Only IUPUI students are
permitted to use the labs.

There are a limited number of digital cameras, tripods, video cameras, light kits, sound recorders,
and other equipment that can be checked out by New Media students for use in projects. All
equipment can be reserved through the following website:
http://informatics.iupui.edu/technology/equipment/ This equipment is shared by all new media
students and is offered on a first-come, first-served basis.
# GRADING INFORMATION

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Number</th>
<th>Points Each</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Journals</td>
<td>15</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>Projects</td>
<td>8</td>
<td>50/100</td>
<td>750</td>
</tr>
<tr>
<td>Participation</td>
<td>N/A</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

## Grading Scale:

- **A+** 100% Professional level work, showing highest level of achievement
- **A** 93–99% Extraordinarily high achievement, quality of work; shows command of the subject matter
- **A–** 90–92% Excellent and thorough knowledge of the subject matter
- **B+** 87–89% Above average understanding of material and quality of work
- **B** 83–86% Mastery and fulfillment of all course requirements; good, acceptable work
- **B–** 80–82% Satisfactory quality of work
- **C+** 77–79% Minimally acceptable performance and quality of work
- **C** 73–76% Unacceptable work, does not demonstrate mastery
- **C–** 70–72% Unacceptable work
- **D+** 67–69% Unacceptable work
- **D** 63–66% Unacceptable work
- **D–** 60–62% Unacceptable work
- **F** Below 60 Failure
# LEARNING OUTCOMES KEY

## Revised Bloom's Taxonomy (RBT)

## IUPUI+

### Profile 1: Communicator
1. Evaluates Information
2. Listens Actively
3. Builds Relationships
4. Conveys Ideas Effectively

### Profile 2: Problem Solver
1. Thinks Critically
2. Collaborates
3. Analyzes, Synthesizes, and Evaluates
4. Perseveres

### Profile 3: Innovator
1. Investigates
2. Creates/Designs
3. Confronts Challenges
4. Makes Decisions

### Profile 4: Community Contributor
1. Builds Community
2. Respectfully Engages Own and Other Cultures
3. Behaves Ethically
4. Anticipates Consequences

## Principles of Undergraduate Learning (PULs)
This course is designed to demonstrate IUPUI’s principles of undergraduate learning (PULs):

| 1A | Core communication: written, oral and visual skills | Some emphasis |
| 1B | Core communication: Quantitative skills | Some emphasis |
| 1C | Core communication: information resources skills | Some emphasis |
| 2 | Critical thinking | Moderate emphasis |
| 3 | Integration and application of knowledge | Some emphasis |
| 4 | Intellectual depth, breadth, and adaptiveness | Major emphasis |
| 5 | Understanding society and culture | Some emphasis |
| 6 | Values and ethics | Some emphasis |

## Statewide Competencies (SWC)

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.
## LEARNING OUTCOMES

Upon completion of this course, students will:

<table>
<thead>
<tr>
<th>perform techniques in</th>
<th>RBT</th>
<th>IUPUI+</th>
<th>PUL</th>
<th>SWC</th>
<th>Assessment (TLM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Blogging</td>
<td>2</td>
<td>P2.1</td>
<td>P3.2</td>
<td>1a</td>
<td>1.1–1.3, 6.1–6.4</td>
</tr>
<tr>
<td>b. Art Research</td>
<td>5</td>
<td>P3.1</td>
<td>2</td>
<td>1.4, 6.3, 6.4</td>
<td></td>
</tr>
<tr>
<td>c. Multi-Sourcing Projects</td>
<td>3</td>
<td>P2.3</td>
<td>1c</td>
<td>1.4, 6.4</td>
<td></td>
</tr>
<tr>
<td>d. Digital Experimentation</td>
<td>6</td>
<td>P2.3</td>
<td>2</td>
<td>6.5</td>
<td></td>
</tr>
<tr>
<td>e. Public Speaking</td>
<td>2</td>
<td>P1.4</td>
<td>1a</td>
<td>2.1–2.6, 6.1–6.4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>understand and use aesthetics in</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Blog Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Understanding of Design Principles</td>
<td>2</td>
<td>P1.1</td>
<td>3</td>
<td>6.1–6.2</td>
<td></td>
</tr>
<tr>
<td>b. Explore Design Principles</td>
<td>6</td>
<td>P3.1</td>
<td>2</td>
<td>6.5</td>
<td></td>
</tr>
<tr>
<td>c. Courage to Try New Things</td>
<td>n/a</td>
<td>P3.2</td>
<td>4</td>
<td>6.2, 6.5</td>
<td></td>
</tr>
<tr>
<td>d. Appreciation for Experimentation</td>
<td>n/a</td>
<td>P3.2</td>
<td>4</td>
<td>6.2, 6.5</td>
<td></td>
</tr>
<tr>
<td>e. Mastery of a Self-Defined Style</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>apply and evaluate theory in</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Blog Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Discuss Readings with Group</td>
<td>2</td>
<td>P1.3</td>
<td>1a</td>
<td>2.1–2.4, 6.1–6.4</td>
<td></td>
</tr>
<tr>
<td>b. Creative Exploration in New Media</td>
<td>6</td>
<td>P3.1</td>
<td>2</td>
<td>6.5</td>
<td></td>
</tr>
<tr>
<td>c. Critical Analysis</td>
<td>5</td>
<td>P2.1</td>
<td>2</td>
<td>6.3, 6.4</td>
<td></td>
</tr>
<tr>
<td>d. Creative Problem Solving</td>
<td>5</td>
<td>P3.2</td>
<td>2</td>
<td>6.3, 6.4</td>
<td></td>
</tr>
<tr>
<td>e. Critical Thinking</td>
<td>5</td>
<td>P1.3</td>
<td>2</td>
<td>6.3, 6.4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>engage in collaboration in</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Blog Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Group Problem Solving</td>
<td>4</td>
<td>P3.3</td>
<td>P4.1</td>
<td>6.3, 6.4</td>
<td></td>
</tr>
<tr>
<td>b. Peer Critique</td>
<td>5</td>
<td>P1.3</td>
<td>P2.3</td>
<td>6.3, 6.4</td>
<td></td>
</tr>
<tr>
<td>c. Values and Ethics</td>
<td>2</td>
<td>P4.2</td>
<td>6</td>
<td>6.7</td>
<td></td>
</tr>
<tr>
<td>d. Understanding of Society/Culture</td>
<td>2</td>
<td>P4.1</td>
<td>P2.3</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

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

This weekly schedule is subject to change at the instructor's discretion. Any changes will be posted to Canvas and discussed in lecture. This course does not meet during finals week. The last day of regularly scheduled class is the final presentations for this course and no further meetings are required.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>WEEK</th>
<th>HOMEWORK DUE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Making Mistakes &amp; Loving It (Pictionary) Principles of Design &amp; Golden Number - Review</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>DOODLES</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>PB&amp;J – Copy (In class exercise) Visual Journal</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>DOODLE SCULPTURES Visual Journal</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>PB&amp;J – Copy (In class exercise) Visual Journal</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>GRATITUDE, HUMILITY &amp; WONDER Visual Journal</td>
<td>100</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>PB&amp;J – Copy (In class exercise) Visual Journal</td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>FORM &amp; FUNCTION Visual Journal</td>
<td>100</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>PB&amp;J – Copy (In class exercise) Visual Journal</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>EXPERIMENT Visual Journal</td>
<td>100</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Visual Journal</td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>EXPERIMENT (CONTINUED) Visual Journal</td>
<td>100</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Visual Journal</td>
<td>10</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>EXPERIMENT (CONTINUED) Visual Journal</td>
<td>100</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Visual Journal</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>FINAL PRESENTATION Visual Journal Participation</td>
<td>50</td>
</tr>
</tbody>
</table>

**TOTAL POINTS** 1000
EXPECTATIONS, GUIDELINES, AND POLICIES

COMMUNICATION

1. Do NOT email professor on Canvas. Email the professor at 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. Always turn homework in the day before it is due because Canvas can take hours to load homework!

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 are not 1/2 done with project after one week in lab: -20% points

ATTENDANCE POLICY

1. Students cannot miss more than 3 classes
2. Do not be late or leave early. 3 of these will equal 1 absence.
3. Email the professor and the TAs regarding your absence prior to class
4. Your job is to sign attendance even if it does not get passed to you.
5. Take notes and date them. It can get you out of an attendance glitch.

CLASS CONDUCT

1. No laptops/phones during lectures and demos
2. Take notes in visual journals during lectures and demos
3. Participate
4. Your job is to ask questions
5. Do not trace, double dip or plagiarize
6. Use ppt provided
7. Turn in stuff early to avoid technical problems

Attendance:
Attendance to lectures 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. The assignments and lectures 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, 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 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](http://registrar.iupui.edu/incomp.html)

More Details:

Work for this course will be handed in via Canvas in the Lab section for which you are enrolled. 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. Lab-specific announcements will be posted to lab sections. Midterms and finals will be posted to the lab sections since they will be introduced during lab times.

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.

**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/](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](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](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. **Double Dipping:** The outcomes and artifacts developed for any one class in Media Arts and Sciences at IUPUI cannot be the same or overly similar between semesters or in the same semester for one student or group of students or one faculty or group of faculty. The project must be differentiated, the expectations for the project outlined, and the faculty involved, notified and in agreement prior to the semester beginning.

4. **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.

5. **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.

6. **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.

7. **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. **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)

2. **Classroom 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. **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.

4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

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

6. **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.

7. **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](http://protect.iu.edu/emergency)

**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.