N413
Advanced Web Development

Department of Human-Centered Computing
Media Arts and Sciences Program
Indiana University School of Informatics and Computing, Indianapolis
Fall 2020

Section No.: 29558 Credit Hours: 3
Time: Monday 3:00 pm –5:40 pm
Location: WB WEB, Hybrid-Distance
           Informatics & Communications Technology Complex
           535 West Michigan Street, Indianapolis, IN 46202 [map]
First Class: August 27, 2020

Instructor: Robert Skipworth Comer M.S.,
            Research Associate, Media Arts and Science
Office Hours: by Appointment
Office: IT 414F Informatics & Communications Technology Complex
        535 West Michigan Street, Indianapolis, IN 46202 [map]
Phone: (317) 278-2938 (Office),
Email: rscomer@iupui.edu
Website: https://soic.iupui.edu/people/skip-comer/

Prerequisites: NEWM-N315 or INFO I-211

Note: This syllabus can change without notice. It is just a guideline.

Note: USE CANVAS AS YOUR GUIDE FOR ASSIGNMENTS AND THEIR DUE
DATES. This syllabus can change without notice. The weekly schedule is a guideline for
the course.

COURSE DESCRIPTION
Covers advanced topics in web application development including client-side techniques
for asynchronous communication and server-side interfaces between the database and
browser. Potential survey topics include web analytics, clickstream analysis, revenue
opportunities, payment systems, attracting visitors, and search engine optimization.
Students create a web application of their own design.

Required Text(s):
None
Software used:

Visual Studio Code (recommended) or any HTML Editor (PHPStorm, WebStorm, Sublime Text, Dreamweaver), any other web page creator, GitHub Desktop, Github, Adobe XD, terminal, Ionic

MAMP/WAMP/XAMPP or other localhost server AMP Platform applications.
Various HTML/Javascript/PHP frameworks such as Bootstrap, jQuery, and CodeIgniter

Teaching and Learning Methods

The course structure is composed of these parts:

- Lectures / Lab
  - This activity will be the majority of class time. Use of software packages to implement concepts and designs are key to understanding the principles that are taught in the lecture and practiced in the lab.

- Projects:
  - Weekly homework assignments will be assigned.
  - Students MUST have their work completed weekly for credit in this class.
  - Communication through Canvas is a requirement and peer to peer communication is key for success.
  - Student must have a working laptop or have access to a working computer.

Learning Outcomes:

Upon completion of this course, the student will

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<thead>
<tr>
<th></th>
<th>*RBT</th>
<th>IUPUI+ PLO’s</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>1. Structure and implement HTML/CSS</td>
<td>2</td>
<td>P1.1, P1.4; P1.2;</td>
<td>Weekly Assignments</td>
</tr>
<tr>
<td>2. Implement standard web practices using JS, PHP</td>
<td>3</td>
<td>P1.1; P2.1;</td>
<td>Weekly Assignments</td>
</tr>
<tr>
<td>3. Create visualizations in accordance with UI/UX theories</td>
<td>6</td>
<td>P1.1; P3.2, P3.3</td>
<td>Weekly Assignments</td>
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<tr>
<td>4. Develop a fully functioning backend using PHP and MySQL</td>
<td>6,3</td>
<td>P1.1, P1.3, P1.4; P2.1; P3.4</td>
<td>Weekly Assignments, Milestones, Final Presentation</td>
</tr>
<tr>
<td>5. Develop a fully functioning web app and deploy it on a web server</td>
<td>6,3</td>
<td>P1.1, P1.3, P1.4; P2.1; P3.4</td>
<td>Weekly Assignments, Milestones, Final Presentation</td>
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<tr>
<td>6. Understand JSON and AJAX</td>
<td>3</td>
<td>P2.1, P3.1</td>
<td>3.1 Weekly Assignments</td>
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</table>

<table>
<thead>
<tr>
<th>Media Arts and Science B.S. Program-level Learning Outcomes (PLOs)</th>
<th>†Profiles of Learning for Undergraduate Success (PLUS, IUPUI+)</th>
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<tbody>
<tr>
<td>1. Understand digital media and its effective use as a form of communication.</td>
<td>P1.1 Communicator – Evaluates Information</td>
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</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* |
| 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* |

EXPECTATIONS, GUIDELINES, AND POLICIES
Attendance:
A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and conscientiously complete all required course activities and assignments. Class or virtual attendance is required for classroom-based or hybrid-distance courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. 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.

Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one’s self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor’s excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. More than six absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

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:
You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable that is submitted late shall be given the grade of a 0. No late submissions are accepted unless you have an excused absence which is outlined in the Attendance section or on a case by case bases.

NOTE: 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.

Course Structure and Grading Information

1. Exercises (30%) A series of exercises will take you through the basics needed to develop full-stack applications. Each exercise will count 5 points, and students will choose from a selection of exercises to accumulate 30 points of credit.

2. Project Planning and Documentation (20%) Project planning will include project proposals, project prototyping, project specification and requirements documents. As part of the process, "Making of" videos will be produced by each student to document the stages of project concept development.

3. Project Development (30%) Project development will commence with successful project planning. Each student will present project progress and issues encountered weekly. Students will provide feedback and troubleshooting suggestions to other students during class sessions. "Making of" videos will continue to capture the development process. The finished project will be presented from an online server, along with the finished "Making of" video.

4. Topic Research and Presentation (10%) Each student will choose a technical topic to investigate and present to the class. The topic should be something of interest that the student wishes to explore and share, with typical subjects including Javascript libraries, programming/development techniques, frameworks, and similar topics.

5. Course Participation (10%) Course participation includes personal or virtual attendance for class sessions. Participation also requires engaging in the session activity. This includes presentation of coursework, exercises, or project progress. Also, presentation of issues and providing feedback and assistance to other students. For students who must engage in asynchronous (recorded) class sessions, equivalent engagement through comments, emails, or other communication methods is required. Collaboration is encouraged in this course. If someone is helpful to you, please acknowledge their contribution.

WEEKLY SCHEDULE (Tentative)

<table>
<thead>
<tr>
<th>Date</th>
<th>Class topic/activity, Reading and/or Assignment</th>
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<tbody>
<tr>
<td>Aug 27</td>
<td>Introduction / Syllabus / Expectations / Tools / The Conference Site/ Reading and Drawing Data</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Form Data / Database Inserts</td>
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<tr>
<td>Sept 10</td>
<td>Accounts and Log-ins (Simple)</td>
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<tr>
<td>Sept 17</td>
<td>Accounts and Log-ins (Advanced)</td>
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<td>Sept 24</td>
<td>Model-View-Controller Design Pattern</td>
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<td>Oct 1</td>
<td>Project Prototypes</td>
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<td>Oct 8</td>
<td>Project Specifications</td>
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<tr>
<td>Oct 15</td>
<td>Using JS Plug-ins</td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>Oct 22</td>
<td>Review Project progress / Research Topic Presentations</td>
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<tr>
<td>Oct 29</td>
<td>Review Project progress / Research Topic Presentations</td>
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<tr>
<td>Nov 5</td>
<td>Review Project progress / Research Topic Presentations</td>
</tr>
<tr>
<td>Nov 12</td>
<td>Review Project progress / Research Topic Presentations</td>
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<tr>
<td>Nov 19</td>
<td>User Testing Session</td>
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<td>Nov 26</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Dec 3</td>
<td>Final Project Review</td>
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<tr>
<td>Dec 10</td>
<td>Final Project Presentations</td>
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**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 (Core course must be repeated for credit)
- **D+** 67–69.99% Unacceptable work (Course must be repeated for credit)
- **D** 63–66.99% Unacceptable work
- **D–** 60–62.99% Unacceptable work
- **F** Below 60 Unacceptable work

Please note that the minimum grade for credit towards a major (both core and electives), minor, or certificate is a grade of C.

**POLICIES CONCERNING ASSIGNMENT/PROJECT DEADLINES**

- Please check Canvas assignments to determine when your project is due. It is your responsibility to understand due dates.
- Exercises will be discussed on the week they are due.
- Project Planning (Proposals, Prototyping, Specification) Projects will be penalized 50% for being late.
- Please check Canvas assignments to determine the proper way to turn in the project due. **All** projects will be turned in through the assignment tab on Canvas.

**OTHER CONSIDERATIONS**

- Please join the class on time and be prepared to start on time.
- Participation in class discussions, including class critiques and any written papers or critiques are required and will be considered in final grading.
• All electronic devices not being used for online class access should be turned off and not used during the entirety of class time.
• Social sites such as Facebook, Twitter, or any others, may not be accessed during class time.
• **Work for other courses may not be done during this class time.**
• If you need to leave the class session early, please inform the instructor in advance.
• **Food is strictly forbidden** in the computer labs.
• 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. In other words, all projects must be unique and may not be used from one class to another without instructor permission. This is also listed above in the deliverables section.

**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](http://www.indiana.edu/~code/) 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. 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. 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. **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.

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

8. **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

9. **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.

10. **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.

11. **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. For more information visit http://studentaffairs.iupui.edu/advocate.

**COVID-19 Policy for Fall 2020**

Indiana University is concerned for the health and well-being of the entire community. The nature of COVID-19 is such that each of our individual actions affects not only our personal well-being but also those of every other person with whom we interact or share a space. Given the fluidity of the current situation, students and faculty alike will need to be adaptable and flexible as events may occur that necessitate a change in the course schedule or mode of delivery. To minimize the disruption that might occur if a student falls ill or is
unable to attend classes for some other legitimate reason, class materials must be made available electronically to students unless the nature of the work makes this impossible.

To keep the IUPUI community safe, it is expected that every member of this course acknowledges the following university guidelines.

Masks

All students are expected to sign the Student Commitment Form. Agreement to abide by the public health measures outlined in the form is a condition of physical presence on the campus this fall. Included in that commitment are requirements for wearing masks in all campus buildings and maintaining physical distancing in all campus buildings. Both are necessary classroom requirements that will help keep our community safe.

1. All students and instructors must arrive to class wearing a mask over their mouth and nose. If a student does not have a mask, the student must pick up a disposable mask (available throughout campus) before joining the class session.
2. If a student enters a class without wearing a mask, the student will be told by the faculty member that they must put one on.
3. If a student refuses to put on a mask after being instructed to do so, the instructor will request that the student leave the class and will file a Public Incident Report with the Office of Student Conduct in the Division of Student Affairs. If the student refuses to leave, the faculty member will end the class immediately, and file a Public Incident Report with the Office of Student Conduct in the Division of Student Affairs.
4. If a student comes to class without wearing a mask a second time and again refuses to put it on, the student will be told to leave and will be advised that they can only attend the online version of the course, if such option is available, for the remainder of the semester. The faculty member will again file a Public Incident Report with the Office of Student Conduct.
5. If the course is not available online, the student will be informed that the in-person course is the only option and they will be given one more opportunity to return to class and wear a mask.
6. If a student appears in class without a mask a third time the student will be administratively withdrawn from the course and will again be referred to the Office of Student Conduct. The student will not receive a refund of tuition or fees.
7. Students should check for additional syllabus guidelines regarding additional PPE for laboratory classes.
8. Students who have concerns about wearing masks for medical reasons should request an accommodation from Adaptive Educational Services. (Contact: aes@iupui.edu or 317-274-3241.)

Student Absences

Consistent with the Student Commitment Form, students unable to attend class due to COVID 19 policy or another serious illness will:

1. notify their instructor and follow campus guidelines regarding a safe return to campus;
2. not be penalized for class absences assuming they make up missed assignments in a timely fashion, in consultation with (and at the discretion of) the instructor; and
3. be provided reasonable accommodations to access all course materials and will be given the opportunity to complete missed assignments online as is practicable.

IUPUI Policy on Disability Accommodations

Students needing accommodations because of disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 317-274-3241 or emailing aes@iupui.edu.

IUPUI Policy on Religious Holidays

IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances must submit a request in writing to the course instructor by the end of the second week of the semester and should use the Request for Course Accommodation Due to Religious Observance Form. More information is available in the IUPUI Policy on Religious Holidays.

IUPUI Policy on Academic Integrity

The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For definitions of these activities, visit the Definitions appendix on the Student Code website. For information on how faculty and students are expected to handle cases involving academic misconduct, visit Academic Misconduct on the Student Code website. Additional information about the rights and responsibilities of IU students is available in the Code of Student Rights, Responsibilities, & Conduct.

IUPUI Policy on Sexual Misconduct

What you should know about sexual misconduct: Title IX and IU’s Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the university can help.

If you are seeking help and would like to speak to someone confidentially, you can make an appointment with:

- Counseling & Psychological Services (CAPS) at 317-274-2548 (counseling services)
• Confidential Advocacy Resources at 317-274-5715 or saadv@iupui.edu
• IUPUI Student Health Center at 317-274-2274 (University Blvd. location) or 317-274-8214 (West Michigan St. location) (health and medical services)

It is also important that you know that Title IX and university policy require faculty to share any information brought to them about potential sexual misconduct with the campus Deputy Title IX Coordinator(s) or IU’s Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the university can respond and assist.

Find more information about sexual violence, including campus and community resources on the IU's Stop Sexual Violence website.

Other resources:
• Stop Sexual Violence: Resources for Employees
• Stop Sexual Violence: Frequently Asked Questions

IUPUI Non-Discrimination Policy

Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status. If you feel like you have been discriminated against, please contact IUPUI’s Office of Equal Opportunity (OEO). OEO is located in Lockefield Village, LV 4443. You can reach the office by calling 317-274-2306.

IUPUI does not tolerate acts that are damaging to our safe, civil, and inclusive community—and neither should you. If you experience or witness an incident of bias, you should report it. For more information, see Student Incident Reporting.

Military Related Personnel Statement

IUPUI recognizes that National Guard Members, Reservists, veterans and active duty military personnel have special circumstances such as upcoming deployments, drill requirements, disabilities, and required veterans affairs health appointments. Students are encouraged to communicate any military related obligations that affect their educational pursuit, in advance if possible, to the instructor.

The Office for Veteran and Military Personnel (OVMP) is committed to serving all the needs of our military related student population including but not limited to providing advice, guidance, advocacy, and services assisting in the transition from military life. If you are a student Veteran, National Guardsman, Reservists, Active Duty Member or a military dependent and need any assistance with your transition, please contact the OVMP by visiting the Campus Center, Room 268, emailing gibenefi@iupui.edu, or phoning 317-278-9163. Thank you for your service.

Two-Step Login (Duo)
IUPUI students are required to enroll in Two-Step Login (Duo) to gain access to sensitive
documents and Canvas using IU login credentials. The security of student information is
critical. Be sure to bring your primary device (like a cellphone or tablet) to class, so you
can log in to secure IU systems. Also, make sure you have a backup device like a hardware
token or Google Voice. If you get stuck without a working device, the UITS Support
Center can give you a bypass code, but you will need to verify your identity.

To learn more about or get help with two-step login, consult the following resources:

- [Help for Two-Step Login (Duo)]
- [Two-Step Login (Duo) device recommendations]
- [Contact your campus IT Support Center](for locations of UITS Support Centers and
  phone numbers and a chat feature).

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.