

N502

Introduction Media Motion and Simulation Methods

Department of Human-Centered Computing
Indiana University School of Informatics and Computing, Indianapolis
Fall 2016

Section No.: 21011 *Credit Hours:* 3
Time: Arranged
Location: IT 255, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)
First Class: August 23rd, 6:00p.m.

Instructor: Zebulun M. Wood, MS in Technology, Lecturer
Office Hours: M, T 1-5, and/or by Appointment
Office: IT 463, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)
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Email: zwood@iupui.edu

Prerequisites: None (Not an extension of any undergraduate or graduate course)

COURSE DESCRIPTION

Applications in animation/simulation design and creation using computer desktop tools. We will examine the fundamentals of three-dimensional animation through script, storyboards, 2D animatic, modeling, texturing, lighting, rendering, and compositing techniques. Topics will include polygonal modeling, UVW mapping, texture creation, sculpting, animation, and lighting. These skills will be honed through team and individual projects.

Optional Readings: (if required)

- Character Animation in 3D
By: Steve Roberts
Publisher: Focal Press (August 9, 2004)
ISBN-10: 0240516656
ISBN-13: 978-0240516653

Inspired 3D Short Film Production
By: Jeremy Cantor and Pepe Valencia
Publisher: Thompson Course Technology (2004) Stacy L. Hiquet
ISBN-10: 1592001173
- Digital Lighting and Rendering (2nd Edition)
Jeremy Birn
2nd Edition: New Riders, 2006
ISBN-10: 0321316312

ISBN-13: 978-0321316318

Supplement to lectures in class DIGITAL TUTORS

<http://www.digitaltutors.com/>

Software used:

Autodesk Maya 2016+ (available at <http://students.autodesk.com/>)

Zbrush 4r7+

HeadUS UV LAYOUT

Adobe Production Suite (Photoshop, After Effects, Premiere, Soundbooth)

Unity Pro

Teaching and Learning Methods

The course structure is composed of these parts:

- Lectures / Lab
 - This activity will be the majority of class time. It will include critical review of contemporary media as appropriate to class. Use of software packages to implement concepts into practice.
- Projects:
 - Weekly tasks will be assigned for each team member.
 - Students **MUST** have their work completed weekly for credit in this class. Weekly assignment sheets will be collected for use in assessing student work.

Student Learning Outcomes:

Upon completion of this course, the student will	*RBT	PGPL	Assessment
Discuss and execute plans for a digital production	4,5,6	(K&S), (CT)	Weekly Assignments, Milestones 1-3, Final Project
Apply production methods in a 3D pipeline	3,5,6	(KS)	Weekly Assignments, Milestones 1-3, Final Project
Implement Self-Imposed Deadlines and time management to fulfill final project expectations and budget considerations.	4,5	(CT, K,S, EC)	Weekly Assignments, Milestones 1-3, Final Project

Review, consider, and implement timeline and production pipeline revisions.	5	(CT, K,S, EC)	Weekly Assignments, Milestones 1-3, Final Project
Develop project presentations in accordance with research interest in given fields	6	(EC)	Weekly Assignments, Milestones 1-3, Final Project

Principles of Graduate and Professional Learning (PGPL)

Learning outcomes are assessed in the following areas:

1. Knowledge and skills mastery (K&S) *major focus*
2. Critical thinking and good judgment (CT) *major focus*
3. Effective communication (EC) *moderate emphasis*
4. Ethical behavior (EB)

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 attendance is required for classroom-based 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 four 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 shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

Exams/quizzes:

There are no exams or quizzes

Lab assignments:

Class tutorials and demos must be completed along with the instructor. Failure to do so can result in a detrimental effect on overall quality of work and trend in lower scores.

Class assignments:

Class assignments/projects are expected to be finished and handed in on time. If you can't get in an assignment before class, email it to me, upload and message it via Canvas.

Grads who are participating in the class will be expected to achieve exemplary results in all assignments, expected to lead in class critique, as well as participate in assisting in the class with undergrads. Often times, the successes and assignments that graduates are asked to do amplify the whole class.

Final projects will not be accepted late.

Grading Information:

- Projects, papers, Class Participation determine grades weekly
- Professionalism is graded over the entirety of the course and includes participation (attitude, in-class critiques and questions, on-time deliverable(s). presentation quality)
- Grades will be returned along with critique no later than 2 weeks after assignment turn in.

WEEKLY SCHEDULE

Date for each class meeting:

- Specific pre-class readings
- Specific subject matter/topics covered
- Goals and objectives of each class period

Grading:**Weekly Check-Up Milestones**

All assignments are to be delivered with Maya project folders, and will be graded and returned the following week.

Each assignment is worth 50 points each.

Proposal (50pts)

A 1 page proposal detailing the specific area of 3D you wish to research and implement into a final project. Think outside the box on this one. Include an area to have signatures by both student and instructor.

Include Visual Timeline on a second page.

Library Assignment - Research (50) pts:

A detailed description of the methods, tools, and attributes within Maya that you may have to use to implement your study of your desired area.

Pre-Production (300) pts

An Entire Binder including Treatment, Concept Art, Storyboards due, and accepted by Midterm. You can't continue on the project until pre-production is finished.

Method(s) (50) pts.

A detailed description of how and what tools you will implement and use during the course of your study. Software's, methods, and terminology are all important in this piece. Any person with a 3D familiarity should be able to understand and implement your project from this description.

Modeling Milestone (100) pts

Main Objects and Environments must be modeled

Texturing Milestone (100) pts

Main Objects and Environments must be textured

Animation Milestone (100) pts

All objects to be animated accurately according to storyboard

Lighting Milestone (100) pts

Environments must be lit in the same veins as the proposal and conceptual art.

Simulation Milestone (100) pts (If applicable)

Any particles, dynamics, or fluids simulations

Rendering Milestone (100) pts

All shots rendered, ready for post-production, narration, editing

Post Production Milestone (100) pts

Full production polished, and complete for video and presentation

Final Project Milestone (300) pts

Is a final assessment of your ability to understand and implement the practices learned in your career to produce a short story up to 3D animation.

200 points towards Asset quality, believability, and completeness.

100 points towards Cohesiveness, professionalism, and Pipeline/Timeline restructuring suggestions.

Use of Collaboration (100 pts)

Tentative Weekly Outline (course is Arranged, plan accordingly)

Week 1: Introduction

Gauge Student knowledge

Show off work

Discuss Production Pipeline for a 3D narrative

Final Project Details

- Go over plan options

Lecture: Maya Interface Timeline considerations

Lab: Project Setup, management, discussion and inquiry.

Assignment #1 (150pts total):

*Project #1: Academic Visualization that defines a scientific concept or phenomena that is supported by research for the respective visualization

Choose a topic that can be supported by academic research and traditional literature and visuals. The goal of your three dimensional simulations is to incorporate visuals into some traditionally studied phenomena that can be better served through visualization to the respected target audience.

Outcome-

Produces the back story, design, and flow of the project to be made for 16 weeks.

Week 2: Lecture: File Management, Object and Components, Tools, hotkeys, viewports and their respective navigation controls, Timeline, Shelf, Layer Editor, Discuss main toolbar, icons, masking selections, Outliner, hyper graph, graph editor, layers, shelf etc.

Lab: Create Visual Timeline that you can be held accountable to
DUE IN CLASS

Assignment (50pts): Work on Pre-production, Develop Personal Timeline and budget estimations. Begin work on tutorials (3 tutorials completed for the 4th week).

Outcome- Makes student become self-aware of the amount of time they will need to spend early on in production to succeed in telling the story successfully.

- Week 3:** **Lecture:** References, Open Pipeline, Online/easy access project management, Getting around the Maya interface continued making the interface transparent and efficient
Lab:
Assignment (50pts): work on tutorials (3 tutorials completed for the 4th week).
Outcome- Keeps student on task with production timeline.
- Week 4:** **Lecture: Polygonal Modeling**
Review Ideas, Identifying Problems, and Develop Personal Project Timelines matching/Trumping Class Milestones. Proposal and Library
Lab:
Assignment Create all Concept and Story Board Art before class week #6. (300pts):
Outcome- Keeps student on task with production timeline.
- Week 5** **Lecture** – Review prior Maya concepts Polygon Modeling/Subdivision Modeling - Poly/Box Modeling concepts - components, faces, slicing, extruding, merging, chamfer reducing, and optimization topics - Subdivision Modeling – Polygon and Standard Mode, refine, finer and coarser levels of modeling and Crease (partial and full)
Lab: Demo of Modeling – example of using all the modeling techniques in one geometric mesh: modeling a body and car
Assignment: Begin modeling Assets for Project
Outcome- Keeps student on task with production timeline.
- Week 6:** **Lecture: Texturing and Shading**
Lab:
Assignment: Continue Modeling and begin Texturing for realism
Outcome- Keeps student on task with production timeline.
- Week 7:** **Lecture: Lighting Theory / Indoor and Outdoor Setups**
Lab:
Assignment: Continue Modeling and begin Texturing for realism
Outcome- Keeps student on task with production timeline.

- Week 8:** **Lecture: Animation Fundamentals**
Lab:
Assignment: Continue Modeling and begin Texturing for realism
Outcome- Keeps student on task with production timeline.
- Midterm 9:** **Lecture:** Review/ Present Concept Art, 2D Animatic and already created 3D assets Timeline Revisit, update project milestones.
Camera, Rendering, Render Settings and Rendering for After Effects
Lab: Create a list of checkpoints for yourself for all areas of production for remainder of semester to finish with animation of research project
Assignment:
Outcome- Keeps student on task with production timeline.
- Week 10:** **Lab** **Day** – **Workday** on **Project** **1**
1 on 1 time with instructor to discuss projects
Project #1 due: presentation and overview*
Assignment:
Outcome- Keeps student on task with production timeline.
- Week 11:** **Lecture:** Potential final projects are discussed throughout the room

Lab: Final Project Milestones Locked in 1 on 1
Assignment: Polish Animation and Lighting
Outcome- Keeps student on task with production timeline.
- Week 12:** **Lecture:** Sculpting in Zbrush/Mudbox, Pipeline discussions
Lab:
Assignment: Polish Animation and Lighting, Prep files for Rendering
Outcome- Keeps student on task with production timeline.
- Week 13:** **Lecture:** Compositing and Render Layers
Lab:
Assignment: Polish Animation and Lighting, Prep files for Rendering
Outcome- Keeps student on task with production timeline.
- Week 14:** **Lecture:** Thanks Giving Break, plan on Attending, Continue Compositing

Lab:

Assignment: Lighting Finished Week 15

Outcome- Keeps student on task with production timeline.

Week 15: **Lecture:** Review Compositing in After Effects, Editing in Premiere

Lab:

Assignment: Deadline for Rendering

Outcome- Keeps student on task with production timeline.

Week 16: Review Final Projects through presentations. 500 pts.

Present Animation, Production Summary, and Reflection professionally.

Overview: Final Animation, Maya File and Textures Delivered on Disc

Outcome- Allows student to reflect on the 8 week production as well as their progress towards their final revision. Animatic allows student to find correct timing in their story early on in production. While proof of render allows them to see the ‘final’ look of their animation.

Example:

	Due Date	Assignment	Points
Assignment #1	Week#2	Project #1 (K&S, CT, EC)	150
Assignment #2	Week#3	Research, Benchmarking, Timetables, Tutorials (K&S, CT, EC)	100
Assignment #3	Week#4	Research, Benchmarking, Timetables, Tutorials (K&S, CT, EC)	100
Milestone #1	Week#6	Concept Art, Reference Gathering (K&S, CT)	100
Assignment #5	Week#6	Begin Modeling all objects (K&S, CT)	50
Assignment #6	Week#7	Continue Modeling and begin Texturing for realism (K&S, CT)	50
Assignment #7	Week#8	Continue Modeling and begin Texturing for realism (K&S, CT)	50

Assignment #8	Week#9	Review Timeline and milestones for rest of class (last 8 weeks) (K&S, CT, EC)	50
Milestone #2	Week#10	One on Ones (K&S, CT, EC)	50
Assignment #9	Week#11	Animation, Lighting Progress (K&S, CT)	50
Assignment #10	Week#12	Polish Animation and Lighting, Prep files for Rendering (K&S, CT, EC)	50
Assignment #10	Week#13	Polish Animation and Lighting, Prep files for Rendering (K&S, CT,)	50
Assignment #11	Week #14	<u>Lighting Finished Week 14</u> (K&S, CT)	100
Milestone #3	Week#15	<u>Rendering Done, review files/assets</u> (K&S, CT)	100
FINAL	Week#16	Presentation, reflection, looking forward (CT, EC)	500
Professionalism	Week 16	Semester long (EC, EB)	100

Grading Scale:

A+	97 – 100	Outstanding achievement, given at the instructor’s discretion
A	93 – 96.99	Excellent achievement
A–	90 – 92.99	Very good performance and quality of work
B+	87 – 89.99	Good performance and quality of work
B	83 – 86.99	Modestly acceptable performance and quality of work
B–	80 – 82.99	Marginal acceptable performance and quality of work
C+	77 – 79.99	Unacceptable work (Course must be repeated for credit)
C	73 – 76.99	Unacceptable work (Course must be repeated for credit)
C–	70 – 72.99	Unacceptable work (Course must be repeated for credit)
D+	67 – 69.99	Unacceptable work (Course must be repeated for credit)
D	63 – 66.99	Unacceptable work (Course must be repeated for credit)
D–	60 – 62.99	Unacceptable work (Course must be repeated for credit)
F	Below 60	Unacceptable work (Course must be repeated for credit)

No credits toward major, minor, or certificate requirements are granted for a grade below B–.

Grading Standards

A – Outstanding, high quality work.

- A fully completed project that demonstrates mastery of skills.
- Projects that display creative and sometimes innovative work.
- The students created many sketches and investigated several options before choosing one.
- Combinations of color schemes, space, and image layout were used effectively and chosen carefully for final project.

B – Good to very good work.

- The student completed the components of the project, but neglected to experiment with additional or more challenging technical approaches.
- The work demonstrates good abilities in the respective new media applications, but may lack depth and level of skill.
- Space was filled adequately and a few combinations of design were tried.
- The project could be lacking in areas of design, planning, or technical approach.

C – Average work.

- The work demonstrates average skills in depth, design, and application.
- No more than what was required of the course was completed.
- The work is possibly incomplete in parts or used the wrong file extension on handed in projects.

D – Below average work.

- The work is largely incomplete and displays a lack of effort.
- Very little time was put into the software and thusly resulted in poor quality work.
- The files handed in had errors or were unable to be downloaded.

F – Failure to complete the objectives of the course.

I - Incomplete

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:** Students must 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, the student must 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 occurs after the full refund period, and a student who has been administratively withdrawn is ineligible for a tuition refund.
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, web surfing, and posting to social media 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 at 274-2548 or 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 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. In small sections, demographic information should be left blank, if it could be used to identify the student.
6. **Disabilities policy:** All qualified students enrolled in this course are entitled to reasonable accommodations for a disability. Notify the instructor during the first week of class of accommodations needed. Students requiring accommodations 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). For more information visit <http://aes.iupui.edu>.
7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
8. **Emergency preparedness:** Know what to do in an emergency so that you can protect yourself and others. For more information, visit the emergency management website at <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
10. **No class attendance without enrollment.** Only those who are officially enrolled in this course may attend class unless enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. <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 assists students with personal, financial, and academic issues. The Student Advocate is in the Campus Center, Suite 350, and may also be contacted at 317 274-4431 or studvoc@iupui.edu. 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.