



IUPUI

**SCHOOL OF INFORMATICS
AND COMPUTING**

DEPARTMENT OF HUMAN-CENTERED COMPUTING

Indiana University–Purdue University
Indianapolis

**NEWM N545
3D Character Development**

**Department of Human-Centered Computing
Indiana University School of Informatics and Computing, Indianapolis
Spring 2017**

Section No.:

Credit Hours: 3

Time:

Location: IT 255, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)

First Class:

Instructor: Zebulun Wood, MS in Technology, Lecturer

Office Hours: By Appointment

Office: IT 463 Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)

Phone: (317) 278-4140 (Office)

Email: zwood@iupui.edu

Prerequisites: NEW N502

Course Description:

This course covers character creation, development, and implementation for game and film pipelines. It applies advanced principles of 3D anatomical sculpting, texturing, rigging, and kinesiology. Other topics include research, planning, preproduction, production, postproduction, and marketing. Students perform a peer critique, annotated bibliography, and literature review.

Required Texts:

Readings include journal articles and conference papers, distributed through Canvas, and include the student's own literature review.

Recommended Resources:

Modeling and Animation

Simblet, S. & Davis, J. (2001). *Anatomy for the artist* (1st ed.). DK Publishing. ISBN-10: 078948045X; ISBN-13: 978-0789480453

Spencer, S. (2011). *Zbrush character creation: Advanced digital sculpting* (2nd ed.). Sybex.

ISBN-10: 0470572574; ISBN-13: 978-0470572573

Osipa, J. (2010). *Stop staring: Facial modeling and animation done right* (3rd ed.). Sybex. ISBN-10: 0470609907; ISBN-13: 978-0470609903

Research Design

Creswell, J. W. (2003). *Research design: Qualitative, quantitative, and mixed method approaches* (2nd ed.). Thousand Oaks, CA: Sage. ISBN 0-7619-2442-6

Literature Review

Fink, A. (2004). *Conducting research literature reviews: From paper to the Internet* (2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN 1-4129-0904-X

Girden, E. R. (2001). *Evaluating research articles: From start to finish* (2nd ed.). ISBN 0-7619-2214-8

Writing

Hacker, D. & Fister, B. (2006). *Writer's reference* (6th ed.) and *APA quick reference card*. New York: Bedford-St. Martin's. ISBN 0-3124-6530-0

Publication manual of the American Psychological Association (5th ed.). (2001). Washington, DC: American Psychological Association. ISBN 1-5579-8791-2

Recommended Subscription:

Author: Digital Tutors/Gnomon
12-month membership, \$70

Equipment needed:

- Notebook computer
- <http://box.iu.edu/> account for file sharing

Software used:

At school

Autodesk Maya
Zbrush
Headus UV Layout
Adobe Production Suite
Substance
3D Coat
Unreal 4
Unity3D

Currently not at school

Marmoset Toolbag
Marvelous Designer

Teaching and Learning Methods

The course structure is composed of these parts:

- Lectures / Lab
 - This activity comprises most of the class time. It includes a 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 student.
 - Students **MUST** have their work completed weekly for credit in this class. Weekly assignment sheets will be collected for use in assessing student work.
- Canvas-based Critique
 - Assessments will be substantially weighted on student ability to critique peers' work weekly in and outside of class

Learning Outcomes:

Upon completion of this course, the student will	RBT*	PGPLs†	Assessment
1. Critique organic creatures and characters and recommend solutions from preproduction, to production, to post production for their use in the film, videogame, 3D print, or augmented reality industry.	5	2, 3	Weekly Assignments, Milestone 1–3, Final
2. Create model, texture, articulate, and render creatures and characters for game (low resolution) and film (high resolution) quality industries.	3, 6	1	Weekly Assignments, Milestone 1–3, Final
3. Create gaming and environmental projects, film shorts, short stories, scientific simulations, and 3D, virtual reality, or augmented reality productions.	6	1, 3	Weekly Assignments, Milestone 1–3, Final
4. Develop sound vocabulary and eye to evaluate and present projects both online and in the classroom.	5	1, 3	Weekly Discussion

RBT*: Revised Bloom's Taxonomy. 1. Remember 2. Understand 3. Apply 4. Analyze 5. Evaluate 6. Create
PGPL†: Principles of Graduate and Professional Learning

Principles of Graduate and Professional Learning (PGPL):

Learning outcomes are assessed in the following areas:

- | | |
|--|--------------------------|
| 1. Knowledge and skills mastery | <i>Major emphasis</i> |
| 2. Critical thinking and good judgment | <i>Moderate emphasis</i> |
| 3. Effective communication | <i>Some emphasis</i> |
| 4. Ethical behavior | |

Major Deliverables:

Students develop two photorealistic objects, and display them appropriately for their intended industry. 1 will be a believable human, the other a believable creature. Students will concept their proposals using traditional conceptual art techniques and reference gathered from real world.

Assessment	Due Date	Assignment	Points
Assignment 1	Week 2	Conceptual Art, Research 3 Character Artists	50
Assignment 2	Week 3	4k base mesh 1	50
Assignment 3	Week 4	Refined Base Mesh	50
Annotated Bibliography	Week 4	Five-entry annotated bibliography. For at least five papers, add the bibliographical entry, major findings, and their relation to your research topic to your annotated bibliography.	25
Milestone 1	Week 5	Unwrapped .obj ready for Zbrush	100
Assignment 5	Week 6	Model accessories, unwrap, prep for zbrush, practice sculpts	50
Annotated Bibliography	Week 6	10-entry annotated bibliography	25
Assignment 6	Week 7	Level 3–4 sculpt on all objects	50
Assignment 7	Week 8	Refine sculpts to level 6–7	50
Annotated Bibliography	Week 8	15-entry annotated bibliography	50
Assignment 8	Week 9	Texture character and creature	50
Milestone 2	Week 10	Export textures, prep for Maya	100
Assignment 9	Week 11	Create joint system, IK, and Spine IK for models	50
Literature Review	Week 11	Literature Review	200
Assignment 10	Week 12	Create blend shapes and/or influence objects for models	50
Assignment 10	Week 13	Skin Character, incorporate other geometry into rig, including dynamics	50
Milestone 3	Week 14	Render tests ready to evaluate	100
Presentation	Week 15	Depth of Research, Ease of Replication and Implementation, Presentation of Theory	100
Final	Week 16	Present Final Deliverable and Reel	300
TOTAL			1500

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 credit is granted for a grade below B–. A cumulative GPA of 3.0 is required.

Grading Standards**A – Outstanding 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 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 – Failure

- The work demonstrates skills in depth, design, and application that do not reach the graduate level.
- No more than what was required of the course was completed.
- The work is possibly in parts.

D or F – Failure

- 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.

Tentative Weekly Outline

Week 1:

INTRODUCTION	View prior class projects Resources Final project details Create your own character and creature Use joints, IK/FK kinematics, influence objects for pose
LECTURE/DEMO	Review Zbrush Interface, and Dynamesh
LAB	Project Setup, discussion and inquiry.
ASSIGNMENT	(1) Create your own character and creature concept art to use for the semester. (2) Research Assignment: Locate 3 top 3D modelers online, document their work, process, and how they got into the trade.

Week 2:

CRITIQUE	
LECTURE/DEMO	Developing conceptual thumbnails, modeling via reference, topology planning Review of fundamentals in modeling polygons Edge looping and topology instruction
LAB	Discuss kinesiology and how edge-loops assist in animation for different industries
ASSIGNMENT	Make 4k maximum base mesh of character/creature

Week 3:

CRITIQUE	
LECTURE/DEMO	Edge Looping and Topology Instruction / Anatomy Checks Modeling Edge Loops for facial structures, hand and feet
LAB	Review Anatomy of student projects
ASSIGNMENT	Refine model based on critiques

Week 4:

CRITIQUE	
LECTURE/DEMO	Unwrapping techniques in UV Layout for Photoshop and Zbrush Unwrapping Techniques versus Maya Maya and Zbrush Workflow Theories
LAB	UVLayout Demo
ASSIGNMENT	Milestone 1 Due Week 5

Week 5:

CRITIQUE	
LECTURE/DEMO	Zbrush Interface and Sculpting Techniques
LAB	3, 30 minute Sculpting sessions
ASSIGNMENT	Model accessories, unwrap, prep for zbrush

Week 6:

CRITIQUE

LECTURE/DEMO Using Subobjects, checking anatomy, using reference
Dynamesh to test ideas, using alphas for sculpting, Asymmetry

LAB Discuss Object Creation, and requirements for use in Maya

ASSIGNMENT Level 3-4 sculpt on all objects**Week 7:**

CRITIQUE

LECTURE: Instruction on wrinkles, pores, scars,
Continue with character by adding in wrinkles, pores, scars, etc.
utilizing alpha maps and advanced techniques

LAB Begin finalizing sculpt and showcasing Polypainting

ASSIGNMENT Level 6-7 sculpt on all objects**Week 8:**

CRITIQUE

LECTURE/DEMO Texturing in Zbrush using Polypaint and/or Spotlight

LAB Demo on Creature/Character

ASSIGNMENT Texture character and creature**Week 9:**

CRITIQUE

LECTURE/DEMO Finalizing for Animation from Zbrush
Texturing in Zbrush for import back into Maya
Exporting/applying Vector Displacement/Normal Maps Zbrush to
Maya

LAB Work on Character model for Final

ASSIGNMENT Milestone 2 Due Week 10**Week 10:**

CRITIQUE

LECTURE/DEMO Rigging Techniques
Applying Bones, CTRL shapes to pose your character for Maya

LAB Demo Joints, IK, FK, and SPLINE IK Uses

ASSIGNMENT: Create joint system, IK, and Spine IK for models**Week 11:**

CRITIQUE

LECTURE/DEMO Rigging Techniques
Blend Shapes and Influence Objects for posing in Maya, Skinning
Geometry

LAB Demo Blend Shapes versus Influence Objects and Paint Weights

ASSIGNMENT: Create blend shapes and/or influence objects for models

Week 12:
CRITIQUE

LECTURE/DEMO Rigging Techniques
Skinning Geometry, Wrapping Geometry, Rigid Bodies, Ncloth
LAB Show Weight Painting
ASSIGNMENT: **Milestone 3 due Week 13**

Graduate Research Assignment Literature review:

Choose one of the following problems to research, implement (proof), and present in the final weeks of the course:

1. *Photogrammetry Techniques Combined with Retopology*
2. *Standards Comparison of Geometry Resolution in Virtual Reality vs Augmented Reality and/or*
 - i. *Same for Texturing*
 - ii. *Joint complexity in rigs*
 - iii. *Muscle based animation tests*
3. *Application of Distinct Problem Utilizing 3D and AR or VR*
4. *3D Printing for Unique Learning Application*
5. *Mold Design Process with 3D printing*

Week 13:
CRITIQUE

LECTURE/DEMO Rendering Techniques
Applying Gamma Correction and Lighting Setup for Compositing
LAB Demo Gamma Correction, SSS implementation, Passes Setup
ASSIGNMENT:

Week 14:
CRITIQUE

LECTURE/DEMO Rendering Techniques
Compositing and Enhancing Turntable for Character Reels
LAB Work on setting up Render layers and Passes
ASSIGNMENT:

Week 15:

PRESENTATION Graduate Presentations of Applied Research
LAB WorkDay
ASSIGNMENT

Week 16: Present Final Project and Turntables.

Grading Information:

Weekly Assignments

All assignments are to be delivered in a folder with your name, class, and week titled, if the assignment is Maya based; with Maya project folders, and will be evaluated through Canvas within the week.

Each weekly assignment is worth 50 points each.

Weekly assignments will consist of certain body parts and beginning to develop an appreciation of how the body works and moves. Students will learn to see, be patient, and develop a strong sense of foundations in proportion and anatomy.

Milestone 1 is a preliminary check on character modeling and anatomical foundation and understanding on Organic character sculpting inside of Zbrush. Worth 100 pts

Milestone 2 is a secondary check on character sculpture and anatomical believability and understanding on Organic character modeling inside of Zbrush. Worth 100 pts

Milestone 3 is a tertiary check on character articulation and rigging capabilities based anatomical foundation, also checked will be displacement and/or normal map success Worth 100 pts

Presentation Topic (Week 12) – This is your presentation on any given topic related to potential research and application into new areas of character creation for mixed reality or 3D printing. You must show your tests, research, and successful implementation of research in an effective presentation. Worth 100 pts

Final Project Milestone is a final assessment of your ability to understand and implement the practices learned each week and is worth 300 points.

- 100 points towards model, level detail, and quality
- 100 zBrush Vector Displacement Implementation back into Maya.
- 100 points the Pose, animation, render and display of final product

Professionalism & Critique

Professionalism is the highest quality a student of industry can gain and respect. Discussion, critique, and betterment of your peers will mirror ‘dailies’ in the industry through Canvas based discussion forums.

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 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 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.

Final projects will not be accepted late.

Grading Information:

- Projects, papers, and 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 two weeks after assignment turn in.

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 constituent's 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.