



IUPUI

SCHOOL OF INFORMATICS AND COMPUTING
Department of Human-Centered Computing

INFO-H 681

Human-Computer Interaction Professional Practice 2

Human-Computer Interaction Program
Fall 2022

Section Number: 26080
Credit Hours: 3
Day/Time: Tuesdays, 6–8:40 pm
First Class: August 22, 2022
Location: **IT 273**
535 West Michigan Street, Indianapolis, IN 46202
Course Website: <http://canvas.iu.edu>

Instructor: Francesco Cafaro, Ph.D., Assistant Professor, Human-Computer Interaction
Office hours: Mondays, 11am–12 pm, or by appointment
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Course Description

This course represents part two of a two-part course series, which fulfills the final HCI MS project requirement. The project will showcase the accumulative knowledge of the student in the areas of product assessment and documentation. Final outcomes will include the completion of the second half of the final project, i.e. product testing and analysis and writing of the paper.

Note: This class is reserved for admitted MS students in Human-Computer Interaction (HCI) program, who have completed the pre-requisites indicated. This class cannot be taken by Certificate students or Graduate Non-Degree (GND) students.

Prerequisites

INFO H 680 Human-Computer Interaction Professional Practice 1

COVID-19 CLASS-SPECIFIC POLICIES FOR FALL 2022

Do not come to class if you feel sick or if you have a fever.

Remote attendance	<p><u>During the Fall 2022 semester, you can join the class using the Zoom backup link if you are in quarantine or if you do not feel well.</u> Please let the instructor know that you will join remotely.</p> <p>Please do not abuse this backup option: it is not meant for you to connect remotely because you are on vacation.</p>
Face Masks	<p>As of March 4, 2022, face masks are optional on campus.</p> <p>Frequently check https://www.iu.edu/covid/prevention/masks-and-ppe.html for updates on mask recommendations and mask policies. If you choose to wear a mask, this webpage includes a list of the most effective ones (e.g., N95, KN95, FFP2, KF94).</p> <p>Please also check the most updated CDC guidelines on masks for Marion county and for your county of residence. This page is updated weekly: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html</p> <p>Finally, remember that your classmates, faculty, and staff may have very different level of risk and individual preferences that do not match yours. For this reason, it is extremely important to treat each other with kindness and respect.</p>

REQUIRED TEXTBOOK

Title: Designing for the Digital Age: How to Create Human-Centered Products and Services

Author: Kim Goodwin

Copyright: 2009

Publisher: Wiley

ISBN-10: 0470229101

**** This book is available online for FREE to IUPUI students from the university library**

CAPSTONE PROJECT DESCRIPTION

H681 is Part 2 of a 2-semester course sequence that supports student completion of the Capstone Project (also called the Final Project) option for the M.S. in Human-Computer Interaction (<http://soic.iupui.edu/hcc/graduate/hci-masters/>).

The Capstone Project is expected to showcase the accumulated knowledge and skills of the student in the areas of HCI design and development. This will be accomplished by selecting a project topic within a problem space that allows application in a significant way of HCI design and development knowledge and skills. The project topic may be provided by a business or organization – or students may select a topic of interest, subject to approval of the course instructor. The project topic needs to support all of the activities listed for H680 and H681 within this 2-semester course sequence.

H681 involves:

- creating a high-fidelity prototype
- evaluation of the prototype by stakeholders
- user testing of the prototype
- completion of a final project report
- delivering a presentation to summarize activities in H681
- creating/updating a poster to summarize the completed project (to be presented at a Capstone Project event at the end of the semester)

****All Final Project deliverables need to be complete by the end of the semester. Incompletes are not permitted for H681.****

PROJECT TOPICS

The Human-Centered Computing department encourages students to work on projects proposed by a business or organization – outside of or within IUPUI. Working with a business or organization could have several positive outcomes beyond the Final Project, including:

- experience with working with a business or organization on a team project
- a business/organization project to add to your portfolio
- a potential reference or letter of recommendation that you can use when applying for jobs
- a potential internship or full-time position with the business/organization

The course instructor will arrange for interested businesses and organizations to propose projects for H680/H681 students, but availability of enough business/organization proposals for all students cannot be guaranteed.

Working on a project proposed by a business or organization is not required. Instead, students may propose a project topic for review by the course instructor. The project deliverables are expected to be the same as outlined above. In addition, the project will need to arrange for at least one expert relevant to the topic to provide periodic (e.g., monthly) reviews and input to the project.

In all cases, the project topic needs to have a scope that can reasonably support the activities required for H680/H681 and that can realistically be completed by the conclusion of H681.

For projects proposed by a business or organization, small teams of 3-4 students will be assigned to the project. Students will be asked to provide information in a survey posted on Canvas that will help the instructor form teams that have the experience and skills needed to support a Final Project. Teams will be able to view presentations of the projects proposed by businesses and organizations and indicate a preference for a topic, but the instructor will determine the assignments of teams to projects.

For projects proposed by students, a small team (2-3 students) or, in some cases, an individual, will be assigned to the project. Determination of the number of students to work on the project will be part of the instructor review of the student project proposal.

Learning Objectives:

<i>Upon completion of this course, students will</i>	RBT*	PGPL	
Project Management / Oversight			
1. Devise general skills related to project management, interpersonal communication, leadership, and organizational best practices.	6	1, 2, 3	
2. Work independently and creatively; prioritize tasks and meet deadlines; and operate interdependently with teammates from within the class or from within or outside of campus.	5, 6	2	
3. Participate individually and or as a responsible member of a team in project design and regular project review meetings to accomplish a common goal.	6	2, 3, 4	
HCI Knowledge and Methods			
4. Compare, adapt, and combine theories and best practices of the field of human-computer interaction design, including both theoretical knowledge and the application of human-centered methods.	5, 6	1, 2	

5. Evaluate product design ideas for a suitable project.	4	2	
6. Devise problem-solving processes and identify technologies and systems to create solutions.	6	2	
7. Integrate both qualitative and quantitative analysis to human-centered design decision-making.	6	2	
8. Develop useful and effective performance and test methods for the project.	5	1, 2	
9. Analyze a problem, and identify and define the human and system requirements appropriate to its solution. Integrate information received from multiple stakeholders.	4	2	
10. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired user/customer and business needs.	6	2	
Communication			
11. Communicate users' problems and technological interventions to a variety of stakeholders.	4, 5	3, 4	
12. Produce a professional report that communicates with clarity the totality of the project.	4	3	
13. Analyze critically and speak publicly about each product stage and all related issues and outcomes of the project.	4, 5	3, 4	
14. Present a project in a formal setting with the goal of achieving critical feedback from the instructor, fellow-classmates, and outside industry partners. Integrate the feedback in the project design cycle.	4, 5, 6	1, 2, 3	

*

RBT: Revised Bloom's Taxonomy

Teaching and Learning Methods

Active Learning (AL), Project-based learning (PBL), Team-based learning, Lecture by instructor with slides.

Principles of Graduate and Professional Learning (PGPL)

Learning outcomes are assessed in the following areas:

1. Knowledge and skills mastery Some emphasis
2. Critical thinking and good judgment Major emphasis
3. Effective communication Moderate emphasis
4. Ethical behavior Some emphasis

Course Requirements

During this class, you will participate in the class discussions; lead two panel discussions (in groups); actively engage with industry partners (or other stakeholders) to complete a project; report weekly to the class on your work for the project; present intermediate posters in class; submit a final, individual report that details your contribution to the project; present your final poster at the Capstone event.

SCHEDULE

The official, live schedule for the course will be updated in Canvas as needed. The schedule presented below provides a general outline for class activities. The dates for project activities and deliverables are subject to modification based on your specific project plan.

<i>Date</i>	<i>Topic</i>
Tue Aug 23, 2022	Introduction to the Class
Tue Aug 30, 2022	Chapters 11: Personas Assignment: Initial Report on Reconnecting with the Company Partner; Statement of Priorities; Timeline/Plan
Mon Sep 5, 2022	~~LABOR DAY~~
Tue Sep 6, 2022	Assignment: Report with Personas Chapter 12: Requirements (and Scenarios) Chapter 6 (Strategy): Storyboarding Value Innovation
Tue Sep 13, 2022	Assignment: POSTER with Personas, Scenarios, and Key Experiences Initial Poster Presentation
Tue Sep 20, 2022	Assignment: Design Report #1 with Screenshots of Initial Prototypes in Figma (or similar tool) Chapter 7 (Strategy): Creating Prototypes for Experiments
Tue Sep 27, 2022	Assignment: Design Report #2 with Screenshots of Prototype and Discussion on feedback from Stakeholders Chapter 17 - Principles and Patterns in Design Language

Tue Oct 4, 2022	Assignment: Design Report #3 with Screenshots of Prototype and Discussion on feedback from Stakeholders
	Discussion: Agile UX and Lean UX
Tue Oct 11, 2022	Assignment: Weekly Report #4 with Screenshots of Prototype and Discussion of Feedback from Stakeholders
	Group Work
Tue Oct 18, 2022	~~FALL BREAK~~
Tue Oct 25, 2022	Assignment: POSTER with Prototype
	Intermediate Poster Presentation (Prototype)
	Assignment: Intermediate Peer Evaluation
Tue Nov 1, 2022	Assignment: Weekly Report with Plan on How to Use SUS + Screenshots of Prototype and Discussion on feedback from Stakeholders
	Discussion: System Usability Score (SUS)
Tue Nov 8, 2022	Assignment: User Study Protocol
	Work on User Testing Protocol
Tue Nov 15, 2022	Assignment: Study Report #1 with Study Timeline, Updates, and Plan
	Discussion: Return of Investment (ROI)
Tue Nov 22, 2022	[Asynchronous] Work on Final Report Draft with Executive Summary, Background, Personas, Scenarios, Most Updated Design, Most Updated Evaluation Results
	Assignment: Study Report #2 (in Final Report Format) with Discussion on Design Iterations
Tue Nov 29, 2022	Assignment: Study Report #3 with Discussion on Design Iterations
	Assignment: Semi-Final POSTER with Personas, Scenarios, Prototype, and Evaluation (including SUS and ROI)
	In-Class Poster Presentation
Fri Dec 2, 2022	CAPSTONE event @SOIC
	Assignment: Poster Presentation at Capstone
Tue Dec 6, 2022	Assignment: Final Peer Evaluation
	Assignment: Final Report (max 10 pages)
	~~LAST CLASS~~ Final Deliverables

GRADES

You will collect up to 100 points throughout the semester. Your points will be converted into a letter grade according to the table below.

Assignment	Points
Weekly Reports – 41 points	4 to 5 pts each
Milestone Poster Presentations – 21 points	5 to 8 pts each
Initial poster with personas, scenarios, and key experiences	8
Intermediate poster with prototype	8
Semi-Final Poster	5
Final Deliverables – 14 points	
Final Report	5
Poster Presentation at Capstone event	9
Panels – 10 points	
Panel on Book Chapter	5
Panel on Discussion Topic	5
Participation – 14 points	
Peer-Evaluation 1 and 2	1 each
Discussions on Book Chapters	4
Discussions on Topics (Agile and Lean UX, SUS, ROI)	4
Poster Presentations (Feedback to other groups)	4

GRADING SCALE

Grades will be assigned using the IUPUI grading scale: <http://registrar.iupui.edu/gradecover.html>
You will receive a score for each graded assignment or group work. The sum of all points that you can receive during the semester is 100. In order to compute your final grade, you can simply add up all the points that you received during the semester, and convert your score to a letter grade using the table below.

A+	100	Outstanding achievement
A	93 – 99.99	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 (Core course must be repeated for credit)
C	73 – 76.99	Unacceptable work (Core 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–.

CLASS PARTICIPATION: READ THE BOOK CHAPTERS BEFORE CLASS!

In order to be prepared for class and being able to actively contribute to the discussion, you need to read the book chapters that will be presented that week –regardless of whether or not you are leading the discussion that day.

You are also expected to contribute in a professional manner to the discussion during all weekly reports and milestone presentations.

Your class participation will be recorded through the semester. Your class participation to these classes will directly affect your final grade. Your grade will reflect this scale:

- A (between 90% and 100%): Professional level participation. You contributed with your professional expertise, or with your previous academic knowledge, or with additional research that you have done autonomously in preparation for the class discussion to help place this work in current research trends or industry practices.
- B (85%): Good Contribution. Contributed to all the discussions in a meaningful way, sometimes with extra-curricular information based on additional literature and/or professional experience.
- C (75%): Could be Better. Contributed to most of the discussions in a meaningful way, but never with extra-curricular information based on additional literature and/or professional experience.
- D (65%): Needs Improvement. Contributed sporadically or in a marginal way.
- F (between 0% and 59%): Failed to contribute in a meaningful way. The contribution was frequently off-topic and/or inconsistent, or did not contribute at all.

CLASS DELIVERABLES AND ASSIGNMENTS

Assignments are due by 12 noon on the day of class (unless otherwise specified). If you submit an assignment between 1 minute and 24 hours after the deadline, the penalty is 10% of the score; between 24 hours and 1 minute and 48 hours, the penalty is 20% of the score. Starting 48 hours after the submission deadline, the assignment will count 0 points towards your final score, as the system will simply not allow you to submit your work.

ATTENDANCE POLICY

A lot of the learning that occurs in this class depends on your participation in the class presentations, activities and discussions. For this reason, **attendance is mandatory**.

Furthermore, you are **required** to be in class when your group is delivering a project presentation. If you are not connected during those presentations, you will receive 0 points for that activity.

LONG MEDICAL ABSENCE (MORE THAN TWO DAYS)

It is your responsibility to promptly notify the instructor promptly if you have compelling medical reasons that prevent you from being in class for more than two days through the semester—so that we can determine additional assignments for the “participation” portion of your grade.

PROJECT TEAM WEEKLY REPORTS

Each week, students will provide a status report of the progress on their project to the class. Students will develop a presentation format to document progress. Each member of a project team must be prepared to contribute to the status report or answer questions.

REPORTING TO INDUSTRY PARTNERS OR STAKEHOLDERS

Project Manager

For teams working with a company/organization, the team must designate one member as the project manager – who will be responsible for providing status reports to the company/organization, based on arrangements made with the team’s primary contact for the company/organization. In some cases, this may be a weekly report. In other cases, the contact may want updates only bi-weekly or monthly. The format used for status reports for the instructor may be used – or the contact may request a different format.

Communication

For teams working with a company/organization, the student assigned to be project manager for the team is responsible for communication with the company/organization regarding progress against the project plan and any issues with meeting due dates for deliverables to the company/organization. The other team members are, in turn, responsible for cooperating with the project manager and communicating any project issues in a timely manner. The project manager may identify a project management software tool (e.g., Basecamp) to use on the project – or the company/organization may have a tool that they prefer to use.

Company/Organization Project Due Dates

Teams that have developed a project timeline in coordination with a company/organization need to abide by all pre-agreed upon due dates for deliverables to the company/organization. Teams working with a company/organization should be highly sensitive to the fact that their respective company/organization is investing considerable time/effort/\$\$\$ in supporting your work on their project. As such, students need to be fully invested in fulfilling their obligations to the company/organization. The instructor will collect periodic feedback from the company/organization to determine if the team is meeting commitments in the project plan.

PANEL DISCUSSION

Panels are an opportunity to collaboratively lead the discussion on the topics covered in class. Take them very seriously. You will be able to participate to two panels that you can select from the reading list on the first day of class. If you are not in class the first day of class, you will be assigned your panels.

GROUP WORK AND PEER EVALUATION

Your group project scores will reflect **your** contribution to the group. It is not enough to be in a group that delivers good work to get a satisfactory grade in the group project: you need to actively contribute to the group, and your personal contribution needs to be clear during the final presentation. It is your responsibility to promptly notify your instructor (within the first two weeks of the group project) of any unexpected circumstances that require you to be assigned to a different group.

We will conduct a peer evaluation twice times throughout the semester. You will be asked to rate the contributions of your groupmates on a scale from 1 (did not contribute at all) to 10 (contributed as expected).

The peer evaluation will directly impact your score for the remaining project deliverables.

Points will be computed in the following way: a basic group score will be assigned to your group submission; the average peer evaluation score G will be computed for your group; if the average score that you received from your groupmates is $y\%$ below G , your personal score will be adjusted by $-y\%$, while if your personal score is $+x\%$ above G , your personal score will receive a $x\%$ bonus.

The maximum percent of the project grade that you can gain or lose because of the peer evaluation is capped to one letter grade.

DISRUPTIVE BEHAVIOR

The class is a professional environment, and you are expected to behave as professionally as you would in a company meeting. Do not be disruptive to the class activities and lectures. This includes, but is not limited to: talking with your classmates in class or over Zoom during presentations; being distracted (e.g., surfing the web) during presentations; addressing classmates in disrespectful ways during the discussions and on Canvas. Remember, you are in class to contribute to activities and discussion! **If you are disruptive and/or talk during activities and lectures, you may be removed from the class. Recurrent cases of disruptive behavior will be reported to campus.**

UNIVERSITY POLICIES AND RESOURCES

Campus policies governing IUPUI courses may be found at:
http://registrar.iupui.edu/course_policies.html

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.

CAMPUS POLICIES

1. **Administrative withdrawal** (undergraduate only): 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.

<https://studentcentral.iupui.edu/register/administrative-withdrawal.html>

2. **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/>.
3. **Course policies:** Several campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
4. **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 forms from AES 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>. For ADA resources visit <http://ada.iu.edu/students/IUPUI/>. For ADA policies visit <https://policies.iu.edu/policies/ua-02americans-disability-act/>.
5. Education and Title VI: 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). Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive Federal financial assistance. Programs and activities that receive ED funds must operate in a nondiscriminatory manner, including admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment, if it affects those who are intended to benefit from the Federal funds. <http://www2.ed.gov/about/offices/list/ocr/docs/hq43e4.html>
6. **Emergency preparedness:** Know what to do in an emergency to be protected and to protect others. For more information, visit the emergency management website at <http://protect.iu.edu/emergency>.
7. **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/officialenrollment-class-attendance.html> Children may *not* attend class with their parents, guardians, or childcare providers.
8. **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 form to the course instructor by the end of the second week of the semester. For information visit <http://registrar.iupui.edu/religious.html>.
9. **Sexual misconduct:** One of the instructor’s responsibilities is to create a safe learning environment. IU does not tolerate sexual harassment or violence, which are prohibited under Title IX and the sexual misconduct policy. <https://policies.iu.edu/policies/ua-03-sexual-misconduct/index.html> The university can help students subjected to sexual misconduct. To seek help, obtain information and resources, or speak to someone confidentially, visit <http://stopsexualviolence.iu.edu/>. Federal regulations and University policy require the instructor to convey promptly any information about

potential sexual misconduct to IUPUI's Deputy Title IX Coordinator or IU's Title IX Coordinator to ensure appropriate measures are taken and resources are offered. To protect a student's privacy all involved will only share information with those who need to know to ensure the university can respond and assist.

10. **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>.

SCHOOL POLICIES AND GUIDELINES

1. **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. 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.
2. **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.
3. **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.
4. **Email:** Indiana University uses the student's IU email account as an official means of communication, and students should check it daily. Although the student may have IU email forwarded to an outside email account, the student should email faculty and staff from the student's IU email account.
5. **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.

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.

The Instructor reserves the right to make changes to the syllabus and course schedule, if necessary.
