N203
Digital Painting

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

Section No.: TBA *Hours:* 3
Time: TBA
Location: In-Person, ICTC (IT) Rm255
Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [map]
First Class: TBA
Last Class: TBA
Instructor: Rebekah Crowmer, MS in Media Arts and Science, Adjunct Lecturer
Office Hours: TBA (personal Zoom meetings can be arranged)
Office: Canvas Email
Phone: (317) 946-5833
Email: rcrowmer@iupui.edu

COURSE DESCRIPTION

This course focuses on the introduction to 2D design and painting in the area of media arts. Students will develop a basic understanding of digital software and hardware, conceptual design standards and practices, techniques for the industry and visual development for films, games, animation, web, or comic books.

Additional Readings: *Provided in the weekly Modules' discussions section on Canvas. I will try to record each class via Zoom and post a link on Canvas in each weeks' Module, under the title "Week # Overview and Recording"*

Recommended Equipment:

I am fairly flexible on the material needs for this class, in regards to software and hardware. Please make sure that you are proactive in getting something to make this class work. Tablets and Cintiq Pens WILL NOT be provided, although you may be able to contact the Equipment Lab to see if they have some available for check out (limited supply). Take note that a normal Tablet pen will most likely NOT work on the Cintiqs – below is a link provided to the type of pen you will need for the Cintiqs.

- **Digital Drawing Device** (NOTE: This being a digital painting class, you must find your own means to draw digitally! **Either a Wacom product or other brand of tablet, your home desktop or laptop, or another device (iPad, Surface Pro, etc) that uses either Photoshop or another art program that can save .PSDs and**

.JPGs <mark>(this is important!).</mark> If you are uncertain your current set up will work, please ask me, but YOU are responsible to get this equipment. **Get these ASAP**. You need this in order to participate in class and complete assignments.

- **[Photoshop CC](#)** (or Krita, Clip Studio Paint, Procreate, etc)
    - I HIGHLY recommend getting Photoshop however since it is free for students and I will being primarily using this program to teach.
- **A Cintiq grip pen** that is compatible with Cintiq 22HD. You can find them a few places, but I recommend [this site](#).
- **Stable internet connection**

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, art history, pop culture, and other art centric topics as appropriate to class. Demos will provide students with important information. This class is primarily taught with Adobe Photoshop CC, but will teach artistic principles that will aid students in their artistic growth.
- Projects:
    - Assignments are every 2 weeks. Several assignments require multiple files.
    - Students MUST have their work completed at the due dates for credit in this class.

Learning Outcomes:

Upon completion of this course, the student will	*RBT	IUPUI+	PLO's	Assessment
1. Apply digital painting to designs and concepts in desired field to achieve intended outcomes.	3,6	P2.2; P3.2;	7,8,9,10	Lessons/Labs Assignments, Milestones
2. Communicate ideas effectively in written, oral, and visual form to a range of audiences.	2,5	P1.4; P1.2; P3.2	2,3,4	Assignments, Milestones
3. Recognize higher concepts of artistic principles, demands of industry professionals, and the skills required for careers in art and design.	1, 2	P2.1; P4.3 P3.1; P4.2 P2.3;	4,5,9	Lessons/Labs, Assignments
5. Implement self-imposed deadlines and time management to fulfill final project expectations.	3,4	P2.2; P3.4	3, 10	Final Project, Milestones
8. Define role in industry of choice through reflection of experiences in this course.	5,6	P3.3; P4.1; P3.4	7,8,10	Assignments, Milestones

9. Develop skills for nurturing professional network, contract based work and creating independent living wage.	*5,6*	*P3.4*	*10*	*Lecture, Notes, Assignments*

*RBT: Revised Bloom's Taxonomy: 1. Remembering, 2. Understanding, 3. Applying, 4. Analyzing, 5. Evaluating, 6. Creating

Media Arts and Science B.S. Program-level Learning Outcomes (PLOs)	†*Profiles of Learning for Undergraduate Success (PLUS, IUPUI+)*
1. Understand digital media and its effective use as a form of communication.	**P1.1 Communicator** – Evaluates Information
2. Communicate ideas effectively in written, oral, and visual form to a range of audiences.	**P1.4 Communicator** – Conveys Ideas Effectively **P1.2 Communicator** – Listen Actively* **P3.2 Innovator** – Creates/Designs**
3. Work effectively as a member of a team to achieve a common goal.	**P2.2 Problem Solver** – Collaborates **P1.3 Communicator** – Builds Relationships*
4. Analyze a problem, identify and evaluate alternatives, and plan an appropriate solution.	**P2.1 Problem Solver** – Thinks Critically **P3.1 Innovator** – Investigates*
5. Evaluate media from multiple perspectives using the theories, concepts, and language of digital media with an appreciation for the history, theory, and traditions of digital media.	**P2.3 Problem Solver** – Analyzes, Synthesizes, and Evaluates
6. Demonstrate mastery of the concepts, techniques, and tools in one or more digital media specialties.	**P2.4 Problem Solver** – Perseveres **P3.2 Innovator** – Creates/Designs*
7. Develop professional quality digital media productions by promptly applying knowledge and skills including best practices and standards.	**P3.2 Innovator** – Creates/Designs **P3.3 Innovator** – Confronts Challenges*

8. Explain the impact of digital media on individuals, organizations, and society.	**P4.4 Community Contributor –** Anticipates Consequences
	P4.1 Community Contributor – Builds Community*
9. Acknowledge diverse opinions regarding professional, ethical, legal, and social issues with a global perspective.	**P4.3 Community Contributor –** Behaves Ethically
	P4.2 Community Contributor – Respectfully Engages Own and Other Cultures*
10. Plan for continuing professional development with an appreciation of the need for lifelong learning.	**P3.4 Innovator –** Makes Decisions

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance/Participation:

It is of vital importance to check Canvas often and maintain an open line of communication for this course. We will be meeting in-person in IT255 on TBA during our regular class time (TBA). Attendance is required; email me for personal concerns. All information I present in class will also be put up on Canvas, so check there for any missed info. Additional participation will be counted in your completion of peer reviews, submitting assignments on time and complete. Your participation score will be calculated at the end of the semester.

Communication:

The best way to contact me is through Canvas email. Please try to use this first before contacting me through IU email, personal email, or personal phone number. In case I will need to cancel class, I will always make sure to send an email and an announcement out to class. Please be sure to check both at least once a week. In case I am late for class, I will also send out an announcement to class and a message to my TA, who might still be available in class to answer any questions. I will do everything I can to inform the class of any sudden canceling or lateness. If you do not hear from me, the TAs, or any other professor 15mins after class has started, then you may leave.

Another thing I would like to mention is that, I suspect, I have a slight Expressive Aphasia. This is most present in my writing, but can occasionally appear in my speech as well. My Expressive Aphasia presents itself as an unconscious swapping of words in speech and writing, and halting speech. Words that have similar lettering and/or meaning will be switched. Most of the time, I am very meticulous in proofreading any written material I send to class, but there have been a few times in the past when this condition has affected my communication. These errors are usually minor enough that context clues can give you the

meaning of what I had meant, but in case you ever get an email, announcement, lecture, or critique from me in which you have confusion in what I am trying to say or conflicting messages, PLEASE LET ME KNOW! I will amend the message immediately. Sorry for any confusion this may cause and thank you for your patience!

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 by a full letter for every 24-hour period it is submitted after the deadline.

Exams/quizzes:

Depending on the content of each assignment and lecture, I will occasionally have pop quizzes. These quizzes will be open note and easily answered by looking at the notes and videos attached to the announcements.

Class assignments:

Class assignments will revolve around different aspects of art that are common in professional industries, such as character design for 3D development, environmental painting, developing a variety of color keys, Photo-bashing and manipulation, and pitch development. Students are allowed to pursue whatever artistic style they are interested in, and more guidance will be given in these assignments to help students further refine their styles. The ultimate goal of these assignments and the final it to produce portfolio pieces that the student can use to demonstrate their best skills.

Grading Information:

Individual Assignments

All assignments are to be delivered on Canvas in the proper file types as detailed in the individual documents. These assignments will be explained in detail with examples from past semesters the day they are assigned. The teacher and TA will try to get grades posted for each assignment no later than 2-3 weeks after an assignment is due.

Each assignment is worth a varying amount of points, with the assignments at the beginning of the semester being worth less than those at the end. As the semester goes on, assignments will become more complex and thus has more weight on the final grade, and student's skill levels should ideally continue to improve.

The teacher and TA will provide notes and lessons pertinent to the current assignment. Students are expected to work on the assignment during class and one-on-one and class critiques will be provided as much as possible. Each assignment will have an even more detailed critique document, provided when the grade is submitted, that the student should use as insight into improvement.

Milestone # 1 is a self-reflection exercise to analyze student's personal growth in the semester thus far. Scored as part of your participation grade.

Milestone # 2 is a professional exercise in preparing students to create documentation for ideas and pitches, eloquently express their ideas, determine scope for a project, and follow through with ideas. These themes will be reoccurring in the professional world. Worth 50 pts.

Milestone # 3 is the final project, exhibiting the best of what students have learned through the semester into one project that can be used as a portfolio piece. Points will be deducted for deviations from the original proposal. Worth 50 pts Total final project is worth 400 points.

Final project grading:
○ 50 points towards pitched project, management of scope, and completion of original pitch
○ 50 points towards Final Critique Attendance
○ 100 points for understanding of material and growth in course work
o 200 points for completion of assigned requirements, quality, and attention to detail.

● **Professionalism (100 pts)**

Professionalism is the highest quality a student of industry can gain and respect. We are all adults, the following are areas in which we will earn or lower your grade over the 11 weeks of class. This score is tallied and calculated at the end of the semester.

- Attitude (positivity, open to critiques)
- Tardiness
- Contributing and requesting of Critiques in class
- Deliverables (turning in what is asked for, the way its asked for)
- Effort
- Personal Hygiene
- Presentation Quality

- Teamwork (Are you contributing effectively? Socially? On time?)
- Timeliness (time spent on projects versus peers)
- Time tracking (What are your services worth? How long are you taking?)

Tentative WEEKLY SCHEDULE

Week #1 – 1/10

Introduction: Syllabus, Student & Instructor Introductions,
Student Knowledge

Lecture: Equipment/Software Introduction
Go over Resources

Lab: Student Skills Assessment

Assignment: If tablet is not in current possession, please purchase one. Practice with your device and program of choice. ==Student Skill Assessment== will be completed by the end of the week and available on Canvas.

Week #2 – 1/17 – Martin Luther King Jr. Day – NO CLASS

Week #3 – 1/24

Lecture: Introduction to Visual Development and Techniques
Lab: Photoshop tools, The Brush Tool – Basic tool Efficiency
(Brush control, custom brushes, blending settings, etc)
Working with Thumbnails and Sketches
Using various options in Photoshop to achieve different effects

==*Assignment 1 (100 pts):* **Tracing Sketches – 6 different freehand drawings Due 2/7.**==

Week #4 – 1/31
Lecture: Linework – uses and simplification
Line weight and variation
Vector vs. Raster lines

Different software

Lab: Sketch to line art demo

Week #5 – 2/7

Lecture: *Critique of Assignment 1*

                 Character design lecture

                 Creating different types of character sheets

Lab: Sketching for 3D modeling: Lining up features in Photoshop

Assignment 2 (150pts): **Design a Character. Create a front and side view for a character of your own design. A 3rd drawing will be a close up of the head with rough colors or an extra pose. Due 2/21.**

Week #6 – 2/14

Lecture: Continue on character

                 Using Photoshop – tips and tricks

                 Starting from sketch to finished

                 Basic Rendering - skin

Lab: Line to flat color techniques

Week #7 – 2/21

Lecture: *Critique of Assignment 2: Character*

                 Gray scale work, optimizing layers and working flat

                 Using Composition to develop a piece

                 Perspective

Lab: Working with and without line art

Assignment 3 (200 pts): **Create a greyscale painting of some kind. This should be a small scene with a character and simple background. Due 3/7.**

Week #8 – Milestone#1 –   2/28

Lecture: Lighting and mood

Painting techniques – cell shading, soft-cell shading, soft shading

Lab: Gray scale to Color, using different Photoshop options

Milestone #1*: Reflect on the progress you have made thus far in the semester.* Where are you now vs where you were at the beginning? What do you need to do next to grow?

Week #9 – 3/7

Lecture: *Critique of Assignment 3: Greyscale painting*
Color theory, color relativity, Direct and Indirect Coloring
Blending Revisited, Applying value and lighting to color
Lab: Basic Shape lighting practice w/color

==*Assignment 4 (250 pts.):* **Using the greyscale painting you made last class, use Photoshop to add color to it in different ways. Make 3 different distinct color moods for one painting. Due 3/28.**==

Week #10 –   3/14 – SPRING BREAK NO CLASS

Week #11 – 3/21

Lecture: Character development – unique designs and showing expressions
Human and non-human anatomy
Painting Directly with Color
Lab: Showing how to make both a realistic or cartoony character

Week #12 –3/28

Lecture: *Critique of Assignment 4: Color Painting*
Scientific Concept Paintings – Alien Worlds

Environments – Color Compositing and Photobashing

Lab: Laying ideas down quickly – Layering photos with paint overs, how to concept a theoretical world

==*Assignment 5 (250 pts):* **Create an alien planet based off a prompt I give you, then create a painting roughs exploring the unique landscape and environmental effects encountered on the world. Due 4/11.**==

Week #13 –- 4/4

Lecture: Concept art for characters and creatures

More environment development

Examples of concept art in film and games

Lab: Coming up with a variety of character heads and outfit designs

==*Assignment 6:* **Final (400pts.) - Begin Mockups for Final – Proposals due 4/8 (Friday) via Canvas (Milestone #2), to be checked by Instructor and TA individually. Final files are due 5/1**==

==**Milestone #2: Check Proposals for finals. Post your sketches and your proposal to the Milestone #2 Assignment tab. Check comments on the assignment tab for feedback.**==

Week #14 – 4/11

Lecture: *Critique of Assignment 5: Alien Environment*

Switching Gears, Final Announcement and Requirements

Conceptual Art – Processes and design practices
Creating believable worlds and consistency

Lab: *Addressing Milestone #2 and answering any extra questions, begin working on your final!*

Week #15 - Production WEEK – 4/18

Lab: Final Lab Time
             Custom request Demos

Week #16 – Production WEEK   4/25
Lab: Final Lab Time
             Custom request Demos

Week #17 – FINAL   5/2
Lab: Final Lab Time

Lecture: **Final Presentations**

Student Skill Assessment	Project selection, skills inventory, Strengths and weaknesses	10 / participation
Assignment #1	Tracing Sketches	100
Assignment #2	Character Sheet	150
Assignment #3	Greyscale Painting	200
Milestone #1	Midterm Check in – reflect on your growth thus far	10/ participation
Assignment #4	Color Painting	250
Assignment #5	Alien Planet	250
Milestone #2	Final Project Proposal and Thumbnail Sketches	50
Milestone #3	Presentation and Project Updates (class)	50
FINAL	Final Presentation and deliverables	300 (total of 400)

Grading Scale:

A+	100% +	Professional level work, showing highest level of achievement
A	93–99.99%	Extraordinarily high achievement, quality of work; shows command of the subject matter
A–	90–92.99%	Excellent and thorough knowledge of the subject matter
B+	87–89.99%	Above average understanding of material and quality of work
B	83–86.99%	Mastery and fulfillment of all course requirements; good, acceptable work
B–	80–82.99%	Satisfactory quality of work
C+	77–79.99%	Modestly acceptable performance and quality of work
C	73–76.99%	Minimally acceptable performance and quality of work
C–	70–72.99%	Unacceptable work (Core course must be repeated for credit)
D+	67–69.99%	Unacceptable work (Course must be repeated for credit)
D	63–66.99%	Unacceptable work
D–	60–62.99%	Unacceptable work
F	Below 60	Unacceptable work

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

POLICIES CONCERNING ASSIGNMENT/PROJECT DEADLINES

- Deliver your projects on time. Everyday an assignment is late it will be deducted a **FULL LETTER GRADE**
  - Example: 3 days late – original grade would have been a 90% A- = grade is dropped to a C-
  - Assignments will be closed 5 days after the original due date. If you have not submitted anything, you will get a 0.
  - If you are experiencing difficulties with Canvas, email me at the time of your upload (on or before the assignment is due); it's important to timestamp the error and it is your responsibility to make sure your files upload correctly.

- Please check Canvas assignments to determine when your project is due. It is your responsibility to understand due dates.
- Please check Canvas assignments to determine the proper way to turn in the project due. **All** projects will be turned in through the assignment tab on Canvas.
- In the event that Canvas is not available, OneDrive may be used as a secondary upload site. Please refer to the PDF "Policy for Failed Canvas Submission" posted in the course syllabus section and follow stated procedures.

- If projects exceed 200 MB in size, then only OneDrive may be used as a secondary upload site. Please refer to the PDF "Policies for Project Submission Through IUBox" posted in the course syllabus section and follow stated procedures..
- Please label **all** media appropriately. Points will be taken off for improperly labeled media and assignments
  - Example for file: First initial lastName_Assignment#_(#)
    - RCrowmer_Assignment4_1.jpg
- Meeting project checkpoints will be required for full point credit on projects. Please reference the Canvas assignment for specifics on each project.
- Midterm and Final exams/presentations will only be administered during set class times. A score of 0 (zero) points will be assessed on any exams not taken during class.
  - Exams will only be scored if a signed exam sheet is turned in on the day of the test
- In class quizzes that are missed will be scored a zero and no make up quizzes will be administered.
- Project grades may be challenged for one week after being posted. Project grades not challenged with-in seven calendar days will be final.

OTHER CONSIDERATIONS

- Please come to class (or personal zoom meetings) on time and be prepared to start on time.
- Participation in class discussions, including class critiques and any written papers or critiques are required and will be considered in final grading.
- For Zoom:
  - Students have the choice to have webcams for zoom meetings, but it is not required.
  - Please practice good Zoom etiquette (do not interrupt teacher during lectures, mute your mic when not speaking to the class, don't share the link to people outside the class (avoid Zoom bombing…), etc.)
- The outcomes and artifacts developed for any one class in Media Arts and Sciences at IUPUI cannot be the same or overly similar between semesters or in the same semester for one student or group of students or one faculty or group of faculty. The project must be differentiated, the expectations for the project outlined, and the faculty involved, notified and in agreement prior to the semester beginning. **In other words, all projects must be unique and may not be used from one class to another without all instructors' permission.**
  - If however you want to use the projects in this class to further an idea and develop concepts for something like your capstone or another personal project that is ok. But do not turn in something that has already been turned in for another class.

EXPECTATIONS, GUIDELINES, AND POLICIES

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* All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. 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.

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:** <mark>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.</mark>

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
      1. directly quoting another person's actual words, whether oral or written;
      2. using another person's ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
      5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

1. **Administrative withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

2. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones, engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

3. **Communication:** For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.

    4. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit https://healthcenter.indiana.edu/counseling/index.html

5. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student.

6. **Disabilities policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email:

aes@iupui.edu, Tel. 317 274-3241). Visit http://aes.iupui.edu for more information.

7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

8. **Emergency preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. http://protect.iu.edu/emergency

9. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: https://facultycouncil.iupui.edu/Governance/Policies-Resolutions

10. **No class attendance without official enrollment.** Only those who are officially enrolled in this course may attend class unless they are enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. http://registrar.iupui.edu/official-enrollment-class-attendance.html Children may *not* attend class with their parents, guardians, or childcare providers.

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 https://facultycouncil.iupui.edu/FCContent/Html/Media/FCContent/documents/policies/Student%20Policies/religious-holidays-updated.pdf

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 provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit https://studentaffairs.iupui.edu/advocacy-resources/index.html

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.