



IUPUI

**SCHOOL OF INFORMATICS  
AND COMPUTING**

DEPARTMENT OF HUMAN-CENTERED COMPUTING  
Indiana University–Purdue University  
Indianapolis

**N243**

**Introduction to 3D Concepts and Production**

*Department of Media Arts and Science /Human-Centered Computing Program*

*Indiana University School of Informatics and Computing, Indianapolis*

**Spring 2022**

**Course Info:** Credit Hours: 3  
Class Meeting Time: Thursday 3- 5:40 PM ET for live meetings,  
lecture, review, and questions.  
IT 255

**Instructor Info:** Name: Albert William  
Email: [almwilli@iupui.edu](mailto:almwilli@iupui.edu)  
Office Hours: Tuesday 11:30 Am- 2:30 PM ET and other times by  
appointment via Zoom or in person

*Prerequisites:* None

**COURSE DESCRIPTION**

This course will explore the concepts and foundation of 3D animation process and production. Students will learn basic techniques and theories including modeling, texturing, lighting, animation, and rendering. Students will produce animated graphics and text with sound and apply these concepts to a variety of Media Arts and Sciences projects.

This is an entry level class that will help students to operate conceptually and theoretically in the development of 3D animation and production.

**COURSE OVERVIEW**

Each Thursday from 3 -5:40 PM ET there will be an in-person class lecture that all students are required to attend. This meeting will deliver a weekly lecture on relevant topics, take questions and review concepts and software usage, and live critiques of submitted checkpoints and projects. These meetings will be recorded and posted to the Live Class Meetings Module.

All learning content will be added to weekly modules with all readings, tutorials, discussions, quizzes, and assignments contained within them.

All deadlines for projects, quizzes, discussions, meetings are based on Eastern Time (ET). This is the time zone for [Indianapolis IN](#)

## REQUIRED TEXTBOOKS

There are no required textbooks. However, the following books are very useful resources.



### Autodesk Maya 2022 Basics Guide

- Publisher : SDC Publications (August 6, 2021)
- Paperback : 648 pages
- ISBN-10 : 1630574503
- ISBN-13 : 978-1630574505



### Getting Started in 3D with Maya

- **Paperback:** 448 pages
- **Publisher:** Focal Press; 1 edition (February 9, 2012)
- **Language:** English
- **ISBN-10:** 0240820428
- **ISBN-13:** 978-0240820422

## LEARNING OUTCOMES

- **Apply** technical proficiency in 3D production software and project organization
- **Develop** creative proficiency of 3D concepts with tools to create 3D models
- **Execute** the texturing and unwrapping of 3D models
- **Create** aesthetic and proficient three-point lighting
- **Employ** image and movie formats towards production
- **Illustrate** foundational keyframe animation and use of the graph editor to control motion
- **Produce** industry standard animated graphics in various formats for public.

## SOFTWARE USED

- [Autodesk Maya](#) (required)
- Adobe Photoshop, After Effects and/or Premiere ([Adobe Creative Suite](#)) (required)
- [Zoom](#) (may be required)
- Up to date Internet browser (required)

## OTHER MATERIALS RELATED TO THE COURSE

- A computer with video and audio capabilities and an internet connection
- Storage media: A portable HD is strongly recommended.
- Use of IU One Drive
- Students will be required to maintain a class notebook of lectures.

## TECHNICAL CONSIDERATIONS

- A robust computer will be needed to run advanced visualization software, here are suggestions to [consider](#)
- Technical computer issues should be addressed through [SOIC tech staff](#)
- Instructors and Teaching Assistants may be able to help with some issues- please be pro-active in your technology. Addressing issues before project deadlines is encouraged and makes problems seem less like an excuse for poor performance.
- SOIC advisors may be able to offer technical needs in supporting loaner computers, please check with your advisor.

## **COURSE STRUCTURE OVERVIEW**

The course structure is composed of these parts:

- In Person Lectures
  - This activity will be held during normal class times Thursday 3-5:40 PM ET. It will include describing the weeks activities, taking questions and reviewing concepts and software usage, and live critiques of submitted checkpoints and projects.
- Weekly Modules
  - Each week there will be learning activities inside a module. These will include readings, video tutorials, and discussions
- Quizzes
  - Quizzes will be part of the weekly Canvas learning modules
- Projects:
  - Tutorials and exercises will be assigned as part of the weekly Canvas learning modules. The instructor will review the students' work and provide a u d i o feedback within 2-3 days after submission.
- Lab Notebook
  - Students will be required to maintain a lab notebook of lecture points and turn in various sections that will be graded with selected projects

## **WEEKLY CLASS MEETINGS (subject to change and revision)**

Week 1 MODULE Intro, syllabus, concepts, examples, Maya interface, file directory, custom shelf

- View "History of Computer-Generated Animation" PowerPoint
- View history of computer animation video
- View "What is animation" PowerPoint
- View "Historic applications of software-based animation" PowerPoint

Week 2 MODULE

- View Maya interface Lecture
- View tutorials on file directory, shelf, navigation, hotkeys,
- Readings on software GUI, hotkeys, navigation
- Take graded quiz on Maya Basics

Week 3 MODULE

- View Lecture on polygon modeling concepts and examples
- View video tutorial on box modeling a spaceship
- View video tutorial on modeling a gear
- View video tutorial on modeling a lava lamp
- View video tutorial on modeling a wine glass
- Take graded quiz on Polygon Modeling
- Checkpoint due before next class (Weds @ 11:59 PM ET)

## Week 4 MODULE

- Live review of checkpoint
- View Lecture on NURBS modeling
- View video tutorial on extrusion
- View video tutorial on lofting
- View video tutorial on revolve
- Assignment 1 due before next class (Weds @ 11:59 PM ET)

## Week 5 MODULE

- View Lecture on Texturing and lighting concepts
- View tutorial on textures and how they work
- View tutorial on Procedurals
- View tutorial on Texture maps
- View tutorial on Bump maps
- View tutorial on Specularity and raytracing
- Project 2 assigned- checkpoint due before class next week (Weds @ 11:59 PM ET)

## Week 6 MODULE

- Live review of checkpoint
- View Lecture on Lighting concepts
- View tutorial on 3 point lighting
- View tutorial on swimming textures
- Assignment 2 due before next class (Weds @ 11:59 PM ET)

## Week 7 MODULE

- View Lecture on UV Unwrapping and UV texture editor
- View tutorial on using Photoshop for textures
- View tutorial on Applying textures to models
- Project 3 assigned- checkpoint due before class next week (Weds @ 11:59 PM ET)

## Week 8 MODULE

- Live review of checkpoint and review for mid-term exam
- View Lecture on Cameras and batch rendering
- View tutorial on cameras concepts and practices
- View tutorial on batch render and producing image sequences
- Assignment 3 due before next class (Weds @ 11:59 PM ET)

## Week 9 MID-TERM EXAM

- In-class practical exam (Project 4)

## Week 10 No Class Spring Break

## Week 11 MODULE

- Live review of midterm exam
- View Lecture on Animation, Key framing, Animation curves, and Graph editor

- View tutorial on Animation curves
- View tutorial on deformers
- Take graded quiz on Animation
- Project 5 Bouncing Spring assigned- checkpoint due before class next week (Weds @ 11:59 PM ET)

#### Week 12 MODULE

- Live review of Bouncing Spring checkpoint
- View Lecture on animation
- View tutorial on tumbling a cube
- Turn in Tumbling Cube mini-assignment
- Assignment 5 Bouncing Spring due before next class (Weds @ 11:59 PM ET)

#### Week 13 MODULE

- View Lecture on advanced animation topics
- View tutorial on Path animation
- View tutorial on Particles
- View tutorial on Paint FX
- Project 6 Solar System assigned- checkpoint due before class next week (Weds @ 11:59 PM ET)

#### Week 14 MODULE

- View Lecture on advanced animation topics 2
- View tutorial on rendering sequences
- View tutorial on Arnold rendering- turn in mini- assignment

#### Week 15

- Live review of Solar System checkpoint
- Live review of prep for Final Exam
- Project 6 Solar System due before class next week (Weds @ 11:59 PM ET)

#### Week 16 IN-CLASS FINAL EXAM PROJECT # 7

#### Week 17 No Class

Canvas quizzes and additional in lecture assignments and demos will be given and will be factored into the overall score for the semester.

WEEK	DATE	ASSIGNMENT	DUE DATE	POINTS
1	Jan 13			
2	Jan 20			
3	Jan 27	Project #1 Modeling	Feb 9	100
4	Feb 3			
5	Feb 10	Project # 2 Texturing	Feb 23	100
6	Feb 17			

7	Feb 24	Project # 3 UV Unwrapping and Batch Rendering	Mar 9	100
8	Mar 3			
9	Mar 10	Project # 4 Mid Term Exam	Mar 10	150
10	Mar 17	No Class		
11	Mar 24	Project # 5 Bouncing Spring	Apr 6	150
12	Mar 31			
13	Apr 7	Project # 6 Solar system	Apr 27	250
14	Apr 14			
15	Apr 21			
16	Apr 28	Project # 7 Final exam	Apr 28	150
17	May 5			
		Attendance		50

### Assignments

Project #1 Modeling

Project # 2 Texturing, Lighting

Project # 3 UV Unwrapping and Batch rendering

Project # 4 Mid-Term Exam

Project # 5 Bouncing Spring Animation

Project #6 Solar System Animation

Project # 7 Final Exam

## LEARNING OUTCOMES AND GRADING ASSESSMENT

Project	*RBT	PUL	IUPUI +	Assessment
Project 1 <i>create</i> 3D models	6	3,2,4	P2.4, P3.2	Technical Skills
Project 2 <i>create</i> Lighting and texturing	6	3,2,4	P2.4, P3.2	Technical Skills
Project 3 <i>create</i> UV textures <i>and produce</i> movie	4	3,2,4	P2.4, P3.2	Technical Skills
Project 4 <i>demonstrate and develop</i> a simple scene	6	3,2,4	P2.1, P3.2, P3.3	Technical Skills
Project 5 <i>create</i> animation	6,2	3,2,4	P2.4, P3.2	Technical Skills
Project 6 <i>create</i> animation	6	3,2,4	P2.4, P3.2	Technical Skills
Project 7 <i>create</i> animation	6	3,2,4	P2.4, P3.2	Technical Skills

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

### Principles of Undergraduate Learning (PUL):

Learning outcomes are assessed in the following areas:

- 1A. Core communication: written, oral and visual skills
- 1B. Core communication: quantitative skills
- 1C. Core communication: information resources skills
2. Critical thinking
3. Integration and application of knowledge
4. Intellectual depth, breadth, and adaptiveness
5. Understanding society and culture
6. Values and ethics

<i>Media Arts and Science B.S. Program-level Learning Outcomes (PLOs)</i>	<i>Profiles of Learning for Undergraduate Success (PLUS, IUPUI+)</i>
1. Understand digital media and its effective use as a form of communication.	<b>P1.1 Communicator</b> – Evaluates Information
2. Communicate ideas effectively in written, oral, and visual form to a range of audiences.	<b>P1.4 Communicator</b> – Conveys Ideas Effectively <b>P1.2 Communicator</b> – Listen Actively* <b>P3.2 Innovator</b> – Creates/Designs**
3. Work effectively as a member of a team to achieve a common goal.	<b>P2.2 Problem Solver</b> – Collaborates <b>P1.3 Communicator</b> – Builds Relationships*
4. Analyze a problem, identify and evaluate alternatives, and plan an appropriate solution.	<b>P2.1 Problem Solver</b> – Thinks Critically <b>P3.1 Innovator</b> – 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.	<b>P2.3 Problem Solver</b> – Analyzes, Synthesizes, and Evaluates
6. Demonstrate mastery of the concepts, techniques, and tools in one or more digital media specialties.	<b>P2.4 Problem Solver</b> – Perseveres <b>P3.2 Innovator</b> – Creates/Designs*



7. Develop professional quality digital media productions by promptly applying knowledge and skills including best practices and standards.	<b>P3.2 Innovator</b> – Creates/Designs <b>P3.3 Innovator</b> – Confronts Challenges*
8. Explain the impact of digital media on individuals, organizations, and society.	<b>P4.4 Community Contributor</b> – Anticipates Consequences <b>P4.1 Community Contributor</b> – Builds Community*
9. Acknowledge diverse opinions regarding professional, ethical, legal, and social issues with a global perspective.	<b>P4.3 Community Contributor</b> – Behaves Ethically <b>P4.2 Community Contributor</b> – Respectfully Engages Own and Other Cultures*
10. Plan for continuing professional development with an appreciation of the need for lifelong learning.	<b>P3.4 Innovator</b> – Makes Decisions

### 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

This scoring system is not the same as what you may see in the Canvas gradebook.

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**

- **NO LATE PROJECTS WILL BE ACCEPTED.**
- **Any project will be assigned a score of 0 (zero) points if not turned in by the stated project deadline.**
- 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, only One Drive 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 One Drive may be used as a secondary upload site. Please refer to the PDF “Policies for Project Submission Through One Drive” 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: lastName\_ClassNumber\_projectName.fileExtension
    - JoanSmith\_N100\_project 1.jpg
  - Example for media: Joan Smith, Class ###, Project ###
    - Joan Smith N100 Project 1
- 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 unless prior arrangements are made. A score of 0 (zero) points will be assessed on any exams not taken during class.
- 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 attend class meetings and be prepared to start on time.
- Participation in class discussions, including assigned class critiques and any written papers or critiques are required and will be considered in final grading.
- Students will develop and present individual projects unless otherwise approved in writing from the instructor.
- The outcomes and artifacts developed for any one class in Media Arts and Sciences at IUPUI cannot be the same or overly similar between semesters or in the same semester for one student or group of students or one faculty or group of faculty. The project must be differentiated, the expectations for the project outlined, and the faculty involved, notified and in agreement prior to the semester beginning. In other words, all projects must be unique and may not be used from one class to another without instructor permission.
- Professionalism is the highest quality a student of industry can gain and respect. We are all adults, please exhibit the following professional qualities:
  - Attitude (be excited)
  - No Tardiness
  - Contributing and requesting of critiques in class
  - Deliverables (turning in what is asked for, the way it is asked for)
  - Effort
  - Looking and smelling the part
  - 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?)

## 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.

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: Each class factors into a score of 50 points. Any missed or late classes will reduce this score. 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 will 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.

**If you are ill in any manner, please do not come to class.** Please let the instructor know of your illness via canvas messages in advance of class.

### **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, projects will only be graded if submitted by the stated deadline.

### **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>

## **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:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
  - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
  - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
    1. directly quoting another person’s actual words, whether oral or written;
    2. using another person’s ideas, opinions, or theories;
    3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
    4. borrowing facts, statistics, or illustrative material; or

5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

### **OTHER POLICIES**

1. **Administrative withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
2. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones, engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

3. **Communication:** For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.
4. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more [information](#).
5. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student.
6. **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](#): Tel. 317 274-3241). 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](#).
9. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following [link](#).
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. Children may *not* attend class with their parents, guardians, or childcare providers.

11. **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.
12. **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](#). For more [information](#).

## 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.