Course MAN 4930:

Business Analysis
3 Credit Hours
Muma College of Business

COURSE SYLLABUS

Last Updated: 1/24/2023

Semester: Spring, 2023
Delivery method: Online, Off-campus
Class Meeting Days: Online
Class Meeting Time: Online
Class Meeting Location: Online
Instructor: Dr. Bhuvan UNHELKAR
Office Location: C225, College of Business, Sarasota-Manatee Campus
Office Hours: Online
Phone Number: (941) 359-4654 (Email and MS Teams preferred)
Email: bunhelkar@usf.edu

I.   Welcome!

Welcome to the Course: Business Analysis. This course is designed to help you appreciate, understand and apply contemporary Business Analysis techniques with substantial emphasis on Agility. You will find the practical aspects of this course highly relevant to your study and your future career. The course draws material from my consulting and training experience in real-life together with my study of this discipline and a couple of published books. My wish is that you derive maximum value from this course and be able to apply the concepts discussed here in practice.

II.   Course Prerequisites

This course has no set pre-requisites. Students are, however, expected to have basic understanding of how work happens in a project and in an organization. This course is focused on learning to capture requirements, managing stakeholders and enhancing the quality of all deliverables in an organization. Please note that this course does not deal with analytics and, therefore, *does not contain* any machine learning concepts or statistical techniques. General appreciation of the routine work in the industry is good enough to get started with this course. An important soft-skill you will need, however, is the ability to collaborate with fellow students in a Team. This is a vital skill, especially as we collaborate for a Team Project ONLINE.

III.   Course Purpose

The purpose of this course is to provide students with a practical understanding of Business Analysis with particular focus on its application in business organizations. Business Analysis (BA) is a critical thinking and problem-solving discipline. The Business Analysis Body of Knowledge (BABOK ® v3.0) of the International Institute of Business Analysis (IIBA) is the internationally recognized benchmark for BA. This course covers all essential aspects of the function of Business Analysis in an organization, including skills and capabilities in modeling requirements, managing stakeholders, understanding the context of a business problem, managing change and providing value. Business Analysts understand the needs of the business, compare and verify alternatives, describe the expectations from a solution and provide recommendations – all the time keeping the value to stakeholders in mind. The BA capabilities operate at strategic, tactical and operational levels and they move the organization to its future state. Technologies, architecture, processes and business intelligence are considered in an Agile context in the study of BA. The entire course is structured in a way that enables the students to learn and enhance their BA capabilities within an Agile environment. Students learn to model requirements that enable end-users to accomplish their goals from the solution. Students further sharpen their skills in communication, collaboration and critical thinking abilities. This course is presented in a practical manner that equips students with business analysis capabilities to work effectively in real projects and organizations. This course also provides an excellent opportunity for students to appear in the external certification exam of the IIBA and achieve the highly coveted Certified Business Analysis Professional (CBAP) certification that is highly valued by employers.

IV.   Instructor Contact Information and Communication
Contact Details:
Office: C225, Sarasota-Manatee campus;
Phone Office: TEAMS
8350 N. Tamiami Trail | Sarasota, FL 34243
Email: bunhelkar@usf.edu; (Use this email OR Canvas)
Linked-In: https://www.linkedin.com/in/unhelkar/ (You are invited to connect with me);

You are welcome to address me as Professor Unhelkar or Dr. Unhelkar or simply Professor (Prof. will also do). In ALL your interactions with me, it is ABSOLUTELY vital that you maintain total courtesy and respect. I promise to do the same in my interactions with you. This requirement of total courtesy and respect in written and verbal communication also applies in your interactions with all your fellow students and other people involved in this course. *Under NO circumstances will uncourteous or disrespectful behavior be accepted.*

V.   Course Format & Logistics

In terms of Course Logistics:

a) This is an entirely online course - there is NO physical meeting in a room. Students are also not expected to meet each other face to face during this study.

b) This is an ASYNCHRONOUS course - that means, you can decide to download and listen to the lecture at any time during the week (although earlier you do, better it is for you - as there are discussion questions and counter-comments to be posted). *Please remember: Each week, I have a PPTx with voice-over for you to listen to. Please play the PPTx to listen to audio explanation of most slides. Each week, there are study activities that are based on the textbook.*

c) I am available on MS Teams for further explanations/discussions AFTER you have gone through the lecture material should you need - but I have not set a specific day/time for that. It is also not mandatory for you to meet with me on MS Teams every week.

d) Student collaboration for the Team Project is left up to the students. I am not monitoring it and I am not expecting you to report to me on a weekly basis in terms of how your Team Project is progressing. There are, however, checkpoints in the course where you must report your progress on the project.

Note: Please check the amateur video I have created (link separately provided in this page) to help personalize this online course. I hope you find the introduction helpful.

VI.   First Week Attendance Policy

In order to mark you present for the 1st day (mandatory requirement of USF), its important that you reply to the following questions here, as a part of this discussion:

1.   Did you introduce yourself to the Class? (Your name, preferred name, what you are currently studying, your career aspirations etc.). You may also upload your profile picture for the course, should you wish.
2.   Have you read and understood the syllabus for this course? (If something is not clear in the syllabus, you may post it in the discussion on the 1st day attendance so others can also benefit by the Q&A).
3.   Have you gone through the link provided in Week 0 for "Academic Integrity of Students" applicable across USF System?
4.   Are you clear in terms of the number of assessments, their points and which ones are team work? (Specific details for each assignment are provided underneath their respective headings). It is important to note that the Team Work assignment requires you to work in a team - you may want to organize who are the other fellow students you can work with as a team. You can start forming your team by going to 'People' and then Team Projects.
5.   Have you "Liked" a post or two and passed a counter-comment on any one of your fellow student? (It is important that you get into the habit of "Like" ing and passing counter-comments during the discussion sessions as that is one of our crucial teaching-learning technique).

*(Please note: Once you post to the above, you are marked Present for the 1st Day; please post **early in the week** for this online course; Completing this task is a *mandatory* requirement of USF)*

VII. How to Succeed in this Course

Successful students should follow these practical tips for their online studies:

1. Check Canvas and emails DAILY for announcements.
2. Close down other programs and apps before class begins so that you have sufficient computer memory and bandwidth to handle the course. This action will also enable you to focus on the study.
3. When possible, plug in to a wired internet connection, rather than rely on WiFi; Use a laptop instead of a smartphone.
4. Read the instruction page for the Discussion questions, Team collaborations, and Quizzes
5. **Work in Team Projects where required in a collaborative manner. ONLINE collaboration requires discipline and responsibility towards the entire team. This is a CRUCIAL learning objective and learning experience of this course.**
6. Submit ALL assignments in time and NOT wait for any reminders; Please note: Reminders are purely a courtesy and are provided entirely optionally.
7. Attempt ALL assignments – please do NOT leave any assignments un-attempted even though you may be doing very well in the ones you have already attempted. Making an honest attempt at all assignments and achieving a minimum score (as specified in each assignment) is absolutely crucial for success in this course.
8. For any delays in submission, please reach out to me (your professor) promptly and explain the reasons (except in medical emergencies where you simply can't reach out)
9. Maintain high-level of honesty and ethical behavior throughout the course
10. **Maintain total respect towards your Professor / Instructor and your fellow students**
11. If new to Canvas, read this guide

VIII. Student Learning Outcomes

At the completion of this course, students will be able to:

1. Explain the profession of Business Analysis (BA) and its relevance in developing practical business solutions
2. Undertake a business NEEDS analysis based on stakeholders Analysis and stakeholder management in an Iterative and Incremental (AGILE) manner
3. Apply the BA techniques (business and technical) in an AGILE manner in order to undertake effective Business Analysis activities
4. Map the capabilities of Business Analysts with the IIBA's BABOK v3.0 (Business Analysis Body of Knowledge version 3.0) framework in order to ensure the capabilities are developed according to a global industry standard for the profession of BA
5. Communicate, negotiate, elicitate and ensure the quality of requirement models (including Functional, Non-Functional and Usability models) during the development of a solution
6. Demonstrate the applicability of Business Analysis in practice and corresponding challenges
7. Undertake team work and communicate effectively and REGULARLY in an online team environment to enable delivery of project outputs

IX. Required Texts and/or Readings and Course Materials

For a few Modules in this course, material is drawn from two books that I have written.

These textbooks are made FREELY available by USF's Textbook Adoption Program.: (see Canvas for links to download):

Text:

Unhelkar, B., (2018), Software Engineering with UML, CRC Press, (Taylor and Francis Group /an Auerbach Book), Boca Raton, FL, USA. Authored, Foreword Scott Ambler. ISBN 978-1-138-29743-2

Unhelkar, B., (2013), *The Art of Agile Practice: A Composite Approach for Projects and Organizations,* CRC Press, (Taylor and Francis Group /an Auerbach Book), Boca Raton, FL, USA. Authored ISBN 9781439851180, Foreword Steve Blais, USA

Powerpoints Voiceover created by me

Additional material from
My own YouTube videos;
IIBA's publicly available videos
Microsoft Visio - as a tool to model requirements
JIRA (or similar tool) for AGILE collaboration

X.   Supplementary (Optional) Texts and Materials

-    Fowler, M., *UML distilled:3rd Edition* Addison-Wesley

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-    **Unhelkar**, B., (2005), "Verification and Validation for Quality of UML Models", *John Wiley and Sons*, (Wiley Interscience), July, 2005; Clothbound, Pages 290+. ISBN: 0471727830 (Foreword by Prof. Brian Henderson-Sellers, UTS, Sydney, Australia)
-    **Unhelkar**, B., (2003), "Process Quality Assurance for UML-based Projects" Pearson Education (*Addison-Wesley*), Boston, 2003; (394 Pages + CD. Foreword by Vicki P. Rainey, Raytheon Corporation, USA). ISBN 9 780201-758214

Other materials (including Youtube/Ted talk videos etc.) will be shared in class.

XI.   <mark>PERFORMANCE</mark> EVALUATION AND GRADING:

Graded Items	Percent of Final Grade
Discussion Questions	30%
Team Project Report	20% (Group Grade)
Team Project Presentation	5% (Group Grade)
Team Project Collaboration	5%
Mid-term Quiz	20%
Final Quiz	20%

	100%

Student performance is evaluated based their regularity in posting to and participating in the classroom Discussion questions around the weekly study topics. Performance is also evaluated through assignments (including Team Projects) and quizzes.

Please note that late assignments will be accepted only with fully justified and documented reasons *as per university guidelines.* Also, please note, late assignments will be penalized in order to maintain equitability with fellow students.

A late submission of Assignment/quiz will not be considered valid and all points forfeited if: (a) Student has been reminded once and yet no action is taken by the student; (b) Assignment solution has been discussed in the class, (c) Correct answers to the assignment / quiz have been provided to the class.

The relative weights for each of these components in determining the final grade are as follows (please also note the key evaluation rubric description, next to the percentages):

Discussion Questions and online participation 30% (Communication). There are 6 discussion questions in this course. Each discussion question is graded out of 10 points; and eventually the points are consolidated out of 30. Most of these discussions are essay style posts by you, students, as you apply your critical thinking skills in order to discuss and reflect on the issues and challenges of Business Analysis. What is learnt in the class modules AND what is explored/researched by students is together used in making these discussion posts. These discussion questions are posted at the end of the current class module. Students read the question carefully, think, reflect, research and post an answer. The very first post by a student is provided with a bonus point in order to encourage students to post earlier in the week. **After posting your answer**, you will be able to see the posts made by your fellow students. Once you see the posts from fellow students, select any one of those posts and enter in a discussion by providing a critique of fellow students' answer. This posting and counter-posting of discussions is an important learning mechanism. Through participating in these discussion questions students are able to consolidate their knowledge as they also observe how fellow students are thinking and interpreting the material similar (or different) to how they do it themselves. Communications skills are further sharpened especially in an online format through this exercise. Students need to note that it is important to score at least 40% points in this assignment in order to pass this course. Not submitting this assignment is **not** acceptable in this course. Maintaining UTMOST courtesy towards your fellow students and your professor as you enter these discussions is also a vital requirement of this assignment. *Please note that this is an individual assignment and each student is graded based on her/his work.* **Should there be doubt on the "originality" of the post, the instructor reserves the right to ask the student to submit a Turnitin report.**

Team Project 30% (Critical Thinking, Team Work, Communication; Report 20% + Presentation 5% + Team Collaboration 5%) – The team project forms an **absolutely critical part of evaluation** in this course. Students are put together in a team (typically 5 students) and provided with a case study problem statement. Students apply the knowledge they have learnt to work through the case study and put together the deliverables in the form of **a Report** (20%) and a **Presentation** (5%) at the end of the course. Team Project Collaboration (5%) described below.

For a Team of 5 students, the expected size of the report, in Word (12 font, 1.5 spacing) is approximately 30 pages. Accompanying your report will be a professional PPTx presentation deck (approximately 25 slides) that presents your Business Analysis work to a Program/Project Steering committee. Your report and presentation deck explains your understanding of how you applied the Business Analysis practices you studied in the class to a 'near real' life case study (that is provided). You must make sure that your report has NO THEORY (i.e. please don't start with *What is Business Analysis?* As no client / business stakeholder wants to hear that). You, as a team, need to develop a well-grounded presentation that has both relevance and depth in practice. Please also add a voice-over or video-delivery of your presentation; and ensure that the submission of the slide deck itself should be free from basic English errors, spelling mistakes, formatting errors etc. Please note that you are **not** required to make a live/online presentation to me of this project.

Please note further that this is a TEAM assignment and each student is graded based on the ENTIRE TEAM's work.

Team Project Collaboration 5% (Team Work, Communication) – A crucial aspect of Team Project Collaboration is your ability to reach out to fellow students in your team, collaborate with them (electronic media is fine). – In this online course, it's vital that students start collaborating with each other as soon as they start the study. This online collaboration is a mandatory requirement of this course as it will require students to not only use their critical thinking skills but also learn, develop and apply their ability to

communicate *online* and work in an *online* team environment. Your mutual collaboration on the project topic, development of a project plan, identification of the risks and "execution" of the project gets regularly reported in this exercise. There are check-points for the Team Project collaboration update that appear in Discussion format in the course. Each of these check-points require you to collaborate and then update on how it went. Agility in Business Analysis includes the principles of collaboration, communication and transparency. When you post what you have done in the Team Project for everyone to see, you are practicing all these aforementioned skills.

Please also note that this is an individual assignment and each student is graded based on her/his effort to bring the TEAM together, facilitate and respond to collaboration efforts and how the student contributes to the project. Although you are updating the Team Collaboration, this is your individual effort component of the Team Project.

Students need to note that it is important to score at least 40% points in this assignment in order to pass this course. Not submitting this assignment is **not** acceptable in this course

2 Quizzes (Mid-term & Final) 40% (Critical Thinking) – These two quizzes are multiple-choice online quizzes which are based on the material covered in the Modules. HONORLOCK will be used to ensure integrity of these quizzes. Students apply critical thinking to the questions asked in the quiz and, thereby, validate as well as consolidate their knowledge of Business Analysis together with Agility. Each quiz has 40 questions worth 1-point each = 40 points. Each quiz is then scaled down and consolidated to produce final quiz score out of 40. Please note that the Material covered in the Mid-term quiz will NOT be covered again in the Final quiz. Thus, the two quizzes are EXCLUSIVE to each other. Quizzes are drawn from a pool of questions – therefore questions may change for each student in each attempt of the quiz. Students need to note that it is important to score at least 40% points in this assignment in order to pass this course. Not submitting this assignment is **not** acceptable in this course. *Please note that this is an individual assignment and each student is graded based on her/his work.*

Total <u>100%</u>

A grade will be determined based on the total of possible points earned, as follows:

A 90-100; B 80-89; C 70-79; D 60-69; F 0-59.

Further granularity of the grades with + and – will be part of the final grade and will depend on the overall performance of the student, their attitude and their demonstrated desire to learn through class participation and interaction with the professor.

Important Notes:
*>> This course requires you to attempt ALL assessments listed above (Discussion questions, Team Collaboration updates, Team Project and Quizzes). Leaving any of these assessment items un-attempted will mean an "I" for Incomplete grade. For example, sometimes, a student has excellent points in some assessment tasks and that he/she will proceed with an assumption that a "0" point score for a quiz or team project is okay because overall points are good. This is **not** an acceptable situation in this course. All assessment items MUST be attempted in all honesty by the students with a minimum of 40% points.*
>> Students are requested to maintain utmost HONESTY and INTEGRITY in attempting assignments. Should there be any doubt about any assessment task, the instructor reserves the right to invite the student for a meeting and seek further clarification. In an extreme case, where there is serious doubt about the integrity of the assessment task, a rewrite of that task will be required.

XII. HONORLOCK Requirements

All students must review the syllabus and the requirements, including the online terms and video testing requirements, to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence.

To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor.

Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

Students are strictly responsible for ensuring that they take all exams using a reliable computer and high-speed internet connection. Setup information will be provided prior to taking the proctored exam. To use Honorlock students are required to download and install the [Honorlock Google Chrome extension (Links to an external site.)](#)." For additional information please visit the [USF online proctoring student FAQ (Links to an external site.)](#) and [Honorlock student resources (Links to an external site.)](#).

XIII. Course Schedule

* Note: The Schedule is subject to revision
(Please note: The DATES corresponding to the Weekly Modules are available on CANVAS – under Schedule)

	Please note this is a tentative schedule – some changes will most likely occur as we progress into the semester as the subject matter gets expanded and explained. The quizzes can also shift either way by a week or so depending on the semester. Precise DATES for assessment tasks are accurately provided on CANVAS. Each week also has a Discussion Question or a Team Project Collaboration update. Posting to these assessment tasks is mandatory in this study. Regular courtesy reminders are provided on CANVAS as also occasional announcements. It is the responsibility of the student to check these announcements.	

- 1. Introduction to Business Analysis; Why & What; A Profession in its own right; Global standard of the IIBA; BABOK Guide version 3.0; Preliminary reading and subject matter introduction; Team Project (Form Teams, Assign Problem Statements).
- 2. Project Lifecycles; Introduction to Agile; Problem Space Modeling with Business Analysis; Team Project (Outline key Phases);

- 3. Business Analysis competencies; Stakeholder Management; Negotiation & Collaboration; Roles & Permissions; Team Project (Document Stakeholders); SWOT
- 4. Exploring Requirements; Types; Techniques: Mind maps, Art of questioning, Critical thinking; Team Project (Document Mindmaps, Interviews);
- 5. Functional Requirements Modeling (Use Cases, Activity Graphs); Team Project;
- 6. Data Modeling, Business Domain (Class) Modeling;
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- 7. Mid-term quiz, followed by mid-term break – with Team Project activities
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- 8. The Agile Perspective; Value mapping; Managing BA activities in project
- 9. User Stories; Kanban; Team Project (Placing User Stories in Kanban);
- 10. Quality Assurance (Verification, Validation & Testing); Traceability; Solution Evaluation; NFRs; UXA;
- 11. Risk Analysis & Management; Change Management; Cybersecurity Analysis;
- 12. Relating BA to Artificial Intelligence & Machine Learning; The Business Intelligence Perspective; Data mining;
- 13. Organisational adoption, Change Management, Digital Leadership;
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- 14. Study break; Consolidation week;
- 15. Team Project submission
- 16. Final Quiz.

XIV. Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

XV. Campus Free Expression:

Discussion questions and Team project collaboration updates in this course are objective expressions of the students. Counter-comments/posts should be made such that they are NOT found to be uncomfortable, unwelcome, disagreeable, or offensive.
Additional guidance related to HB 7 "Individual Freedom Act" can be found online.

It is fundamental to the University of South Florida's mission to support an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive.

In the instructional setting, ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea(s) presented can be tested by critical peer review and rigorous debate, and that the idea(s) is supported by credible research.

Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked

to engage with complex ideas and to demonstrate an understanding of the ideas.
Understanding an idea does not mean that you are required to believe it or agree with it.

XVI. Make-up Exams Policy:

NO make-up exams are offered. However, if a student cannot be present for the quiz due to an extreme emergency (such as an accident or loss in family), a make-up exam may be considered. Proper and full documentation of the event will have to be submitted to the instructor. Final grade for the exam will be scaled down by 30% and the exam will be administered at the convenience of the instructor.

XVII. Covid-19 Procedures

All students must comply with university policies and posted signs regarding COVID-19 mitigation measures, including wearing face coverings and maintaining social distancing during in-person classes. Failure to do so may result in dismissal from class, referral to the Office of Student Conduct and Ethical Development, and possible removal from campus.

Additional details are available on the University's Core Syllabus Policy Statements page: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

The health and safety of students, faculty, staff and visitors on our campuses is our top priority. In response to the current COVID-19 pandemic, the USF community will be working together to support compliance with recommended health and safety standards to optimize the learning experience while minimizing health risks. The Conduct Expectations for all members of the community may be accessed at **Conduct Expected to Support USF Health and Safety Standards** with details provided below:

Students and faculty will be guided by established USF processes to ensure the safest possible non-disruptive environment including the:
(1) **Academic Disruption Regulation** which provides for an immediate removal or restriction from a classroom setting with academic sanctions and/or
(2) **Student Conduct Regulation** to address conduct that is inconsistent with the expectations as outlined below:

1. **Complete daily screening as requested.** Anyone experiencing one or more COVID-19 symptoms should not be on campus or, if a resident, should not be outside their residence hall room and should contact a medical provider immediately and follow their guidance. Please inform your instructor prior to the beginning class if your screening indicates the need for further evaluation and you will not be in class.
2. **Wear face coverings.** All members of the USF community are required to wear face coverings while in classrooms or any other shared space, including specified public or common-use areas where social distancing guidelines cannot be followed. See this link on **How To Make A Face Mask**. If you have to use a disposable face mask, please discard it in a trash receptacle immediately after use.

3. **Maintain social distancing.** All students, faculty, staff and guests are required to maintain a safe distance from one another. Social distancing is maintained in all indoor and outdoor spaces which are owned or controlled by USF. Stay at least 6 feet (about 2 arms' length) from other people, do not gather in groups, stay out of crowded places and avoid mass gatherings. See the CDC for information on **Social Distancing**. Please sit in only designated areas in class and do not move chairs or desks in classrooms or common spaces.

4. **Practice good hand hygiene.** Individuals should wash their hands with soap and water for at least 20 seconds as often as possible or use personal hand sanitizers containing at least 60% alcohol. Hand sanitizer stations are available throughout the campus. If you see one, use it! See the CDC recommendations on **Hand Hygiene**.

5. **Disinfect your classroom space.** Students and faculty are responsible for disinfecting areas within their workspaces by cleaning these at the beginning and end of each class. This includes desk tops, seats, and equipment used during class. Disinfectant supplies will be provided. If paper towels are used to disinfect, they must be discarded in a trash receptable immediately after use.

GRADING, EVALUATION AND ATTENDANCE POLICIES:

A. Per USF policy, you receive a graded assignment or examination prior to the semester's drop/withdraw date.
B. Specifically state the value of and the manner in which each assignment in the syllabus will be evaluated or graded. **Periodic reports on project progress are a contributing factor to the final grade.**
C. The course grade includes an assessment on how well you have demonstrated the five learning outcomes listed above. We will use the straight A,B,C,D and F system, point system.
D. This course does not require any class attendance. However, **periodic updates on project progress, issues encountered, hurdles, etc. will be communicated – and, in rare cases, a face-to-face meeting organized by the faculty in charge.**
E. **The notes, videos, quizzes etc. provided for your study in this class is intellectual property of the faculty. Students are NOT permitted to post the study material and quizzes anywhere online on the internet.**

USF System Policies

Policies are available in the USF Catalog and at regulationspolicies.usf.edu.

A. **Academic Dishonesty**: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. **It is important to remember that academic integrity policies apply throughout the semester and in all channels of communication. Informing others about the contents of online tests is prohibited by the official regulation, as is receiving unauthorized information about an examination. Students are expected and required to immediately report instances of such violations to the instructor.** Please review the USF System Regulation USF3.027 Academic Integrity of Students and the USF System Regulation USF6.0021 Student Code of Conduct.

B. **Academic Disruption**: The University does not tolerate behavior that disrupts the learning process. Please review USF System Regulation USF3.025 Disruption of Academic Policy.

C. **Contingency Plans**: In the event of an emergency, it may be necessary for USF (SM) to suspend normal operations. During this time, USF (SM) may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, online conferencing/collaboration tools, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Canvas for each of their classes for course specific communication, as well as the USF (SM) website, their student email account, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

D. **Accessibility Accommodation**: Students are responsible for registering with the Office of Students Accessibility Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Students Accessibility Services Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://USF (SM).edu/disability-services/

E. **Fire Alarm Instructions**: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. **Religious Observances**: USF (SM) recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. ***Protection of Students Against Discrimination and Harassment:***
    1. **Sexual Misconduct/Sexual Harassment Reporting:** USF (SM) is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004).
    2. **Other Types of Discrimination and Harassment:** USF (SM) also is committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status (USF System Policy 0-007).

H. **Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. The web portal is accessed at http://my.usf.edu.

GENERAL INSTRUCTION FOR STUDENTS:

A. **Academic Support Services:**
    The Information Commons provides students with individual and group study spaces, computers, printers, and various media equipment for temporary use. The Information Commons is staffed by librarians, learning support faculty, tutors, and technology and e-learning specialists. Students challenged by the rigors of academic writing, mathematics, or other course content are urged to contact their professors early in the semester to chart out a plan for academic success, and/or regularly use the tutoring services provided by Learning Support Services (http://www.USF (SM).edu/academics/academic-resources/information-commons/tutoring.aspx) which are provided at no cost to students.

B. **Career Success Center:**
    Students can explore careers through activities such as job shadowing, mentoring, and internships. Whether students will be pursuing graduate school or seeking employment, Career Services can help develop a plan to reach their next destination. Students can prepare professional documents, practice for the interview and attend employer or graduate school information sessions. Access these resources or schedule an appointment with career advisors at www.USF.edu/career-services.

End of Semester Student Evaluations:

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Turnitin.com:

In this course, turnitin.com MAY be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in electronic format. After the assignment is processed, as instructor I receive a report

from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit http://www.turnitin.com. Assessments are due at turnitin.com the same day as in class.

XVIII. Learning Support: Sarasota-Manatee Campus

Counseling and Wellness Center

The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. Call 941-487-4254

> The Counseling and Wellness Center is a **confidential** resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSRR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.
>
> Please be aware that in compliance with Title IX and under the USF System Policy, educators **must** report incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSR or DIEO. The Deputy Coordinator for USF (SM) is Allison Dinsmore, Coordinator of Students Accessibility Services & Student Advocacy, 941-359-4714 or adinsmore1@sar.usf.edu.
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> Campus Resources:
> Counseling Center and Wellness Center 941-487-4254
> Victim Advocate (24/7) 941-504-8599
>
> List of off-campus resources:
> HOPE Family Services: 941-755-6805
> Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
> Centerstone: 941-782-4800; 24-hr Hotline 941-708-6059

Victim Advocate

A Victim Advocate is available 24/7 by calling (941) 504-8599. For assistance leave a message with your phone number and your call will be returned as soon as possible. The Victim Advocate is available to assist victims of crime, sexual assault, and partner violence.

XIX. Important Dates to Remember

All the dates related to the course, including and especially the assignments are posted on Canvas. Please to note that the schedule appearing in this document and the dates placed on Canvas are tentative. While every attempt is made to hold on to the initial dates posted, they CAN be changed at the discretion of the professor. In terms of the overall University dates, please be sure to get the newest dates from the Registrar: https://www.usf.edu/registrar/calendars/

End of Syllabus