ARCH 455 – Architectural Internship

Ball State University | Fall 2026 | Overbey | Course Syllabus

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Course / CRN: ARCH 455 Architectural Internship / 28800

Credits: Credit / No Credit; 0.0 Credit Hours

Description: Prepares students for critical engagement in architectural practice. Field studies in architecture under the supervision of a licensed architect or allied design professional. Under certain conditions this internship may apply toward the Architectural Experience Program (AXP).

Prerequisites: Open by permission of the internship program director or the department chairperson.

Schedule Type: Online (Asynchronous), Internship.

Location / Time: Not applicable; practical experience with an asynchronous online course module.

Instructor: Daniel J. Overbey, AIA, NCARB, LEED Fellow, WELL AP, EcoDistricts AP
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Direct (office): 765-285-1930

Office Hours: Meetings (in person, online, phone, etc.) by appointment.
Please request by email.

Course URL: via Canvas website at bsu.instructure.com

NAAB Criteria: Assigned Program and Student Criteria in accordance with the *NAAB Conditions for Accreditation*, 2020 Edition.

Program Criteria (PC)
This course contributes toward the degree program's demonstration of the following:

PC.1 Career Paths: How the program ensures that students understand the paths to becoming licensed as an architect in the United States and the range of available career opportunities that utilize the discipline's skills and knowledge.

Student Criteria (SC)
This course contributes toward the degree program's demonstration of the following:

SC.2 Professional Practice: How the program ensures that students understand professional ethics, the regulatory requirements, the fundamental business processes relevant to architecture practice in the United States, and the forces influencing change in these subjects.

Student-generated materials will be retained use during the next NAAB accreditation visit. This statement is in keeping with current College and Department policies regarding materials produced for courses. More information regarding the NAAB Conditions of Accreditation can be found on the NAAB website: www.naab.org

Overview: ARCH 455 Architectural Internship will leverage the student practical experience (historically defined as *internship*) to focus on how design leadership, understanding the business aspects of an architectural practice, and the fiduciary responsibilities of the profession are important to successfully executing designs, from concept through completion. The course designed to complement, and will build off of course content from, ARCH 320 Introduction to Professional Practice.

Graduates from NAAB-accredited programs must understand business principles for the practice of architecture, including management, advocacy, and the need to act legally, ethically, and critically for the good of the client, society, and the public.

Objectives: At the end of ARCH 455 Architectural Internship, students are expected to demonstrate an understanding of the course's assigned NAAB Student Criteria through the following course objectives (CO).

CO.1 Stakeholder Roles in Architecture: Demonstrate an u*nderstanding* of the relationships among key stakeholders in the design process—client, contractor, architect, user groups, local community—and the architect's role to reconcile stakeholder needs.

CO.2 Project Management: Demonstrate an understanding of the methods for selecting consultants and assembling teams; identifying work plans, project schedules, and time requirements; and recommending project delivery methods.

CO.3 Business Practices: Demonstrate an understanding of the basic principles of a firm's business practices, including financial management and business planning, marketing, organization, and entrepreneurship.

CO.4 Legal Responsibilities: Demonstrate an understanding of the architect's responsibility to the public and the client as determined by regulations and legal considerations involving the practice of architecture and professional service contracts.

CO.5 Professional Conduct: Demonstrate an understanding of the ethical issues involved in the exercise of professional judgment in architectural design and practice and understanding the role of the NCARB Rules of Conduct and the AIA Code of Ethics in defining professional conduct.

Percentage of time in course allocated to each course objective:

CO.1	Stakeholder Roles in Architecture:	20%
CO.2	Project Management:	20%
CO.3	Business Practices:	20%
CO.4	Legal Responsibilities:	20%
CO.5	Professional Conduct:	20%

Modality: ARCH 455 is a completely asynchronous online course that coincides with an immersive "away experience," primarily but not exclusive to internships. The away experience must be no less than 525 hours (equivalent to 15 weeks at 35 hours per week). During the immersive away experience, students are required to engage a mentor figure to conduct five (5) separate discussions about professional practice and general business practice. Student shall develop six (6) deliverables based on the discussions in concert with the away experience. Students shall submit the deliverables online such that their classmates may review the deliverables and provide dialog in the interest of knowledge sharing and professional development.

If applicable, students shall also start an NCARB membership and accrue AXP hours pursuant to architectural licensure.

Deliverables: In order to pass this course, a total of six (6) artifacts will be produced.

Artifacts #1-5: Written Essays
The ARCH 455 instructor will provide multiple conversation prompts for engagement with an in-firm mentor (or other firm leadership as coordinated by the in-firm mentor) that relate to each of the five course objectives.

Regarding Artifacts #1-5, the referenced essay "prompts" (e.g., What am I billed out at? What is the total compensation you provide each employee? Did you ever experience an ethical conundrum in your professional practice?) will be used by each ARCH 455 student to initiate five separate conversations with an in-firm mentor (or other firm leadership as coordinated by the in-firm mentor). Each of the five conversations will focus on a particular realm of professional practice respective of the course objectives. The goal is for firm leadership to share experiences they have had over the course of their professional careers that is germane to the realm being discussed. This engagement is designed to prompt firm leadership to share knowledge, professional experiences, insights, and resources beyond that which may naturally occur otherwise throughout the work experience.

Each student will write a summary for each of the five conversations with the in-firm mentor. The summaries will be 250 - 500 words and should include one visual image that can supplement the story/quotations (as this will establish a graphic component that may enhance the sharing of stories). These summaries will be shared with the rest of students in Canvas. Students should respond to no less than five summaries from classmates.

The summaries do not have a due date and may be submitted at the discretion of each student. However, it is encouraged that one essay is provide every two to three weeks (see Tentative Schedule). Electronic submission of the five summaries will be

required. Be prepared to produce a portable document format (PDF) files for the summaries—other file types will NOT be accepted. Submissions must consist of a single file; multiple files or "parts" for a given assignment will not be accepted. Verify that files are complete and readable (they must have a valid file extension) before submitting. The summaries must be submitted via posting to Canvas in the designated Discussion Forum. It is each student's responsibility to send assignment files in a usable format to the correct locations.

The five written essays will be assessed for cogency, synthesis, and substance with regard to the achievement of their related course objectives.

Artifact #6: Two-Minute Video Essay
Each ARCH 455 student will (via Canvas) create a two-minute video that showcases his/her work experience. Students should describe their firm, their experience getting the position, and various day-to-day activities that demonstrate what they are doing. Students should share (or develop) the video with their firm and post it privately online with the understanding that the video could potentially be made public and/or reviewed by non-Ball State personnel for accreditation purposes.

The two-minute video essay is a required artifact for the course but is anticipated to be less-substantive and, although it offers value related to personal expression, it will not be utilized for achievement of any of the course objectives.

Required Enrollment in NCARB Architectural Experience Program® (AXP®)
All ARCH 455 students are required to enroll in the NCARB Architectural Experience Program® (AXP®) program unless a waiver is explicitly granted by the internship program director.

Identify an In-Firm Mentor
For the ARCH 455 work experience, students will need to identify and engage an in-firm mentor for five conversations related to five particular realms of professional practice respective of the course objectives. The in-firm mentor may recommend other firm leadership for certain conversation matters.

Identify an AXP Supervisor
Your AXP supervisor is the individual who supervises a student worker on a daily basis and has professional knowledge of and responsibility for their work. An AXP supervisor is required to certify that the information a student submits to NCARB on their AXP experience report is true and correct and that the student performed the tasks competently. AXP supervisors are usually registered architects in the jurisdiction in which you are practicing.

In order to record AXP hours with NCARB, students will need to identify someone to serve as the AXP supervisor to approve their work. The AXP supervisor will be assigned by the student through the NCARB website.

Consider an AXP Mentor
Please note that beyond the in-firm mentor who will work with you for ARCH 455, students may want to consider ongoing mentorship throughout their career from someone outside of their employer. This is not required for ARCH 455, but is recommended.

For more information about AXP, including additional information about the AXP Supervisor and Mentor, please consult the latest *AXP Guidelines* as published by NCARB.

Recommended Schedule: The six deliverables in the course may be submitted anytime during the course. However, it is strongly advised that students pace themselves. A recommended pace at which to submit the deliverables is as follows:

- Week 4: Submit written essay for "Stakeholder Roles in Architecture"
- Week 6: Submit written essay for "Project Management"
- Week 8: Submit written essay for "Business Practices"
- Week 10: Submit written essay for "Legal Responsibilities"
- Week 12: Submit written essay for "Professional Conduct"
- Week 14: Submit two-minute video essay

Textbooks / Resources: There are not required textbooks for this course. Please consult the 'Resources' page on the Canvas site for all course textbooks and learning resources.

Grading System: This course is worth zero (0) credit hours. As such, it will be evaluated pass/fail.

CR - Credit (i.e., Pass): Represents satisfactory completion of all assigned work. The work is free of major flaws, is comprehensive in scope, and meets all minimum requirements. Intellectual progress and development have been demonstrated by the timely preparation of work on a regular basis. The student and instructor can take "satisfaction" in the resolution of the exercise and/or course.

NC - No Credit (i.e., Fail): Represents substandard work that is not passable. The work has not fulfilled requirements, or has not been completed on time, or does not appropriately address the issues raised by the exercise and/or course and is unacceptable.

I - Incomplete: An "incomplete" on a project can only be given in exceptional cases in which failure to complete the assignment is a result of illness or injury requiring a prolonged visit to a doctor, a death in the immediate family, military or legal obligations, or other equally serious reasons that can be documented in acceptable written form (such as medical records or legal notification). When possible, all outstanding circumstances that might impact the completion of a project should be brought to the instructor's attention in advance of the class time that may be missed. In addition, documentation for excused absences must be provided no later than the following week, otherwise the time missed will be counted as unexcused and an incomplete status will not be given. All incomplete work is subject to late penalties as per the instructor's policy. An "incomplete" in a course is only given in exceptional cases where there is/was a serious excusable reason for not completing course

requirements (see above). The quality of work in the course up to that point has been satisfactory and passing (see Academic Policies section of the Undergraduate Catalog for further details).

Course Policies:

Course Management Policy

Timely submission of all course assignments is expected. No work will be accepted after 5:00 PM ET on the university's scheduled last day of class, unless by written, pre-arranged agreement. Missed assignments may be made up or excused only upon receipt of valid medical or university-event documentation. Requests for extra-credit work to compensate for missing or poorly done assignments or quizzes will not be considered.

Group discussion of course assignments are acceptable and encouraged. Such discussion, which can be very educational, has its limits, however. Any work (as opposed to concepts) submitted for grading must be the individual intellectual product of the student(s) who submits the work—reflecting a personal exercise of judgment regarding accuracy, quality, and completeness. Copying another's work or portion of work for submission as your own is grounds for a failing grade and the basis for potential referral to academic honesty grievance procedures.

In fairness to other students in the course, in order to effectively schedule evaluations, and as a means of fostering a professional attitude toward planning and completing work, due dates for all assignments will be rigidly enforced. Failure to complete all of the assignments of this course may result in a "FAIL" grade standing and NO course credit.

If unforeseen and/or uncontrollable circumstances during the semester make it impossible for you to fully participate in course activities as scheduled, such a situation must be brought to the instructor's attention immediately. Delayed requests for such consideration will not be accepted. Any request for deviation from published and/or assigned course requirements due to a situation beyond your control (extended illness or similar) must be made in a timely manner and be agreed to in writing.

Student Responsibilities Regarding Electronic Work Submittals Policy

Course materials will be exchanged electronically (via the course web-based interface). It is your responsibility to maintain and regularly check your assigned Ball State e-mail account and the course web-based interface for course announcements and returned assignments. Messages that "bounce" due to overcapacity accounts will not be resent. Student work and feedback on assignments will be exchanged via the course web-based interface.

Grading Commentary

This is a "Pass/Fail" course with credit for passing contingent on students submitting all six (6) assignments before the conclusion of the semester. Please note that being on a practical experience does not constitute a passing credit for ARCH 455.

Student Academic Integrity Policy

Architecture is a licensed profession. Entry into, and continued participation within, the profession of architecture is predicated upon honesty and the exercise of ethical behavior. This course is a good place to practice these attributes. Day-to-day course operations assume that all participants are behaving ethically, which should make the learning environment more relaxed and enjoyable for all. Do NOT violate this trust.

Students must comply with and are responsible for knowing the student academic ethics policy, as published in the Ball State University Student Handbook. Cheating on exams, plagiarizing papers, etc. will not be tolerated.

Please review the university's Academic Integrity policy:
bsu.edu/about/administrativeoffices/vice-provost/student-services/academic-integrity

Studio Culture Policy
The *Studio Culture Policy* establishes guidance for a positive and respectful learning environment in which the students, faculty, staff and administration within the Department are able to reach their full academic potential. The goal for the learning environment of the Department is a highly collaborative one; emphasizing the need for group and individual growth within each scholar of the Department.

This Studio Culture Policy outlines the criteria in order to foster this environment:
bsu.edu/-/media/www/departmentalcontent/architecture/pdf/architecture-pdfs/bsu_architecture_studio_culture_policy_24apr18.pdf?sc_lang=en&hash=736020D0785F27A11A7BDC8B7A288007938D0722

Generative Artificial Intelligence Policy
The use of generative artificial intelligence (AI) tools is permitted in this course for students who wish to use them. Students may choose to use AI tools to help brainstorm assignments or projects or to revise existing work you have written. Please exercise appropriate caution with regard to accuracy and copyright law violation. By utilizing AI-generated content, a student assumes 100% responsibility and culpability for the content used. Students must cite any AI-generated material that informed their work. Using an AI tool to generate content without proper attribution constitutes a violation of Ball State University's Student Academic Ethics Policy.

Course Accessibility Policy
As a course offered by a public institution, this class and its content – including digital materials, course website, media, and third-party tools – are intended to meet the requirements of Title II of the Americans with Disabilities Act (ADA) and its implementing regulations, including the technical standard of Web Content Accessibility Guidelines (WCAG) 2.1 Level AA for web and mobile content. If a student identifies any content that is inaccessible or that limits their ability to participate fully, please promptly notify the instructor via email so that the content can be correct and/or an accessible alternative can be provided. Conversations about accommodations or additional support are welcomed and encouraged.

University Policies:

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Code of Student Rights and Responsibilities

Students are expected to read, understand, and adhere to these community standards: bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/studentcode

Student Conduct Policies

The Code of Student Rights and Responsibilities informs the community of the general behavioral expectations that the University has for all students and outlines the procedures that the University uses to respond to complaints when standards are violated. Students are expected to read, understand, and adhere to these community standards: bsu.edu/about/administrativeoffices/student-conduct

Inclusivity Statement

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the community are welcome through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse as expressed in our Beneficence Pledge. For Bias Incident Response information, please click here or e-mail reportbias@bsu.edu.

Freedom of Expression Statement

We are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

Title IX Statement

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu.

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant chooses to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.

- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

University Grade Appeal Policy
If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process.

Student Academic Ethics Policy
Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the Vice Provost for Academic Affairs (VPAA) academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books).

- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).

- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).

- Working with another person on any assignment other than authorized group projects.

- Sharing or allowing others to access your files, whether done with permission or not.

- Reusing your own work from another semester, course, or section.

- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)

- Discussing exam questions and answers with students who have not taken the exam.

- Soliciting others to complete work for you.

Copyright and Fair Use Policy
The University expects all members of the university community to familiarize themselves and to follow copyright and fair use requirements. YOU ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER PROTECT NOR DEFEND YOU NOR ASSUME ANY RESPONSIBILITY FOR EMPLOYEE OR STUDENT VIOLATIONS OF FAIR USE LAWS. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under university policies. To help familiarize yourself with copyright and fair use policies, please consult Ball State University's Guidelines for Copyright Compliance, available through the University Libraries.

Copyrights and the Unauthorized Sale of Course Notes
Students may not reproduce, distribute or publicly post their course materials without faculty permission. Please be advised that students selling or distributing course materials may violate the Code of Student Rights and Responsibilities and/or the Information Technology Users' Privileges and Responsibilities policy. Any violations to such code or policy may be referred to the Director of Student Rights and Community Standards.

Student Support Services:

The Learning Center

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on "Navigate" in the Academic Tools section, or just go directly to bsu.navigate.eab.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction (SI) is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Writing Center

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.

The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Basic Needs Hub

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

The Counseling Center

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting

connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found at https://linktr.ee/bsucc.

The Speaking Center
The Speaking Center is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message.

The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this direct link to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Canvas and Student Privacy:

Canvas Accessibility
Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT).

FERPA and Privacy
As a student, your educational records are considered confidential. Under the Family Educational Rights and Privacy Act (FERPA), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading Ball State's FERPA and Privacy and Protection.

Video Conferencing Recording
In this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability and visual camera. If you have concerns, please discuss these options with me.

Plagiarism Detection

The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

Proctoring

This course may require the use of the Respondus LockDown Browser and Monitor for online exams. Watch this short video to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams.) Instructions for obtaining the software can be found in our course.]

Subject to Change Notice:

Subject to Change Statement

This syllabus is subject to change in the event of extenuating circumstances. Any changes to the syllabus after the university's scheduled first day of classes will be promptly conveyed to the students via electronic communication (e.g., email).

--- END OF SYLLABUS ---