

Spring 2006

<p><b>Instructor(s):</b> Dr. Hesham Allam <b>Office:</b> BC 221F</p> <p><b>Class Hours:</b> Wednesday 3:30-9:15 p.m. <b>Office Hours:</b> Monday 7:30-9:00 p.m. It is preferred that you contact me in advance to schedule a time.</p>	<p><b>Email:</b> hesham.allam@bsu.edu <b>Office Phone:</b> 765-285-1889</p> <p><b>NOTE:</b> * Best way to get a hold of me is via email. * Please <u>DO NOT</u> use the “<b>Inbox</b>” feature within Canvas to email me. Email me directly using my email address.</p>
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COURSE INFORMATION

**Course Description:** This course introduces the dynamic field of ICT product management. It delves into the essential role and responsibilities in this field, equipping students with the knowledge, skills, and competencies needed to excel in creating and managing ICT solutions, which may encompass products and services alike. Notably, this course is tailored for students with limited exposure to the intricacies of product management.

Throughout this course, we will scrutinize the art of effective product management in professional settings, offering students a valuable opportunity to enhance both individual and collaborative product management proficiencies. The course curriculum seamlessly melds theoretical foundations with practical applications of product management principles. Content delivery will be facilitated through pre-recorded video modules accessible on Canvas, distributed weekly.

Team activities are an integral part of the learning experience, focusing squarely on the real-world application of product management practices. This course is asynchronous, allowing you to work at your own pace and submit coursework within the allotted time. Coursework and self-directed learning are assigned weekly in Canvas Modules.

Students position themselves for a rewarding career by acquiring the skills needed to develop products that endure the test of time through the product manager course. This course provides a thorough understanding of market research, product development, and strategic planning. Additionally, students acquire knowledge of efficient methods of communication and cooperation, empowering them to work harmoniously with cross-functional groups.

**Course Goals / Learning Outcomes:**

Main learning objectives for the course include:

- Developing an understanding of the field of product management

- Applying product management techniques in professional settings through hands-on activities
- Applying research techniques to the development of a team project, focused on real-world problems

### **Course Modality / Structure:**

This course is face-to-face, allowing students to engage in learning activities during scheduled class meetings and complete assigned coursework within the designated time frames. Course materials and activities will be provided through Canvas Modules to support in-class learning. Assignments are reviewed and submitted during class or by the deadlines communicated in class.

**Course Time Commitment:** Students are expected to spend approximately 2 hours of study time outside of class for every 1 hour in class. Since this is a 3-unit class, you should expect to study an average of 6 hours outside of class each week.

## **COURSE MATERIALS**

C. Merle Crawford & C. Anthony Di Benedetto (2021). *New Products Management*. 12<sup>th</sup> edition. McGraw-Hill Education. ISBN10: 1259911829 | ISBN13: 9781259911828

Cagan, M. (2018). *Inspired: How to create tech products customers love*. 2nd Edition. Wiley.

Other articles and readings are assigned and posted to the weekly Canvas modules.

## **COURSE ASSIGNMENTS AND ASSESSMENTS**

### **Team Research Project /Business Case:**

This course is a product management course where students will engage in a team-based research project focused on developing a product from start to finish.

Students will work in teams to identify a real-world problem or market opportunity and propose a viable product solution. The project emphasizes the full product lifecycle, from idea generation and market research through design, validation, and launch planning.

The core deliverable is a Team Research Project and Business Case. Each team will conduct customer and market analyses, define the target users, articulate the product value proposition, and justify the product's business need using data and credible sources.

Teams will also develop a product strategy that includes feature prioritization, competitive positioning, pricing considerations, and success metrics. The focus is on making evidence-based product decisions rather than just describing an idea.

By the end of the course, students will present a complete and coherent business case that demonstrates how their product addresses user needs, creates value for customers, and aligns with organizational or market goals. The project mirrors real-world product management practices and emphasizes collaboration, critical thinking, and applied decision-making.

### Grade Allocation

	Assignment/Exam	Points/Percent
2	Midterm Exam	15%
3	Applied Activities (e.g., In-Class Exercises, Reflections, Discussion Boards, Group activities, Presentations, etc.)	20%
4	Simulation & Managerial Reflection	15%
5	Team project and presentation	30%
6	A Case-based Final Exam	20 %

## COURSE STATEMENTS AND POLICIES

### Participation and Attendance Policy

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication.
- It is recommended that you log into your course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments, quizzes, tests, and any other activities by the stated due dates.

### Feedback Policy

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday) and within 48 hours on the weekend.
- I will read every discussion post but I will not always personally comment on posts.
- I will grade your quizzes, assignments, and discussions no later than within 5 business days of submission.
- Contact me directly if you have questions or concerns about your performance in class.

### Late Assignment Policy

- All assignments are due by midnight EST/EDT time on the due dates indicated.
- Assignments posted after the indicated due dates will be subject to a decreased letter grade for each day late.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.
- You have one (1) permitted late assignment to allow for these issues, to which you can turn in one assignment 24 hours late.
- Canvas will not accept assignments for grading after 11:59 pm on the final day of class.

### **Assignment Submission Policy**

- All assignments should be submitted as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module.

### **Grading Policy**

It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. In the absence of mistake, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades. For information concerning grade appeals, [consult the Ball State website](#).

### **Grade Distribution**

#### **Percentage of Point Totals for Final Grades:**

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<b>Percentage</b>	<b>Grade</b>		<b>Percentage</b>	<b>Grade</b>		<b>Percentage</b>	<b>Grade</b>
94	A		80	B-		67	D+
90	A-		77	C+		63	D
87	B+		73	C		60	D-
83	B		70	C-		Less than 60	F

**Tentative Course Schedule**  
**Spring 2024**

	<b>Date</b>	<b>Topic</b>	<b>Reading / Assignment</b>
1	1/07/2024	Chapter 1 The Strategic Elements of Product Development	On-Going Weekly Assessment See Canvas for additional assignments and details.
2	1/14/2024	Chapter 2 The New Products Process	On-Going Weekly Assessment See Canvas for additional assignments and details.
3	1/21/2024	Chapter 3 Opportunity Identification and Selection: Strategic Planning for New Products	On-Going Weekly Assessment See Canvas for additional assignments and details.
4	1/28/2024	Chapter 4 Creativity and the Product Concept Chapter 5 Finding and Solving Customers' Problems	On-Going Weekly Assessment See Canvas for additional assignments and details.
5	2/04/2024	Chapter 6 Analytical Attribute Approaches: Introduction and Perceptual Mapping Chapter 7 Analytical Attribute Approaches: Trade-Off Analysis and Qualitative Techniques	Ongoing Weekly Assessment See Canvas for additional assignments and details.
6	2/011/2024	Chapter 8 The Concept Evaluation System	Ongoing Weekly Assessment See Canvas for additional assignments and details.

	<b>Date</b>	<b>Topic</b>	<b>Reading / Assignment</b>
7	2/18/2024	Chapter 9 Concept Testing Chapter 10 The Full Screen	Ongoing Weekly Assessment See Canvas for additional assignments and details.
8	2/25/2024		Ongoing Weekly Assessment See Canvas for additional assignments and details. <b>Midterm Exam</b>
9	3/4/2024	Spring Break	Spring Break
10	3/11/2024	Chapter 11 Sales Forecasting and Financial Analysis Chapter 12: Product Protocol	
11	3/18/2024	Chapter 13 Design Chapter 14 Development Team Management	
12	3/25/2024	Chapter 15 Product Use Testing Chapter 16 Strategic Launch Planning	
13	4/01/2024	Chapter 17 Implementation of the Strategic Plan Chapter 18 Market Testing	
14	4/08/2024	Chapter 19 Launch Management	Project Due

	Date	Topic	Reading / Assignment
		Chapter 20 Public Policy Issues	
15	4/15/2024		Reflection/Simulation is Due
16	4/22/2024		Comprehensive Exam

## COURSE POLICIES

- *Assigned Readings:* All assigned readings for the date listed are expected to be complete before class on that date.
- *Late Assignments:* Make-up assignments for full credit will be limited to professionally documented illnesses and/or emergencies at the discretion of the professor. Make-up assignments without professionally documented illnesses and/or emergencies, as determined by the professor, will be at least lowered one grade (10%) for each day, or fraction thereof, that the assignment is late.
  - Some assignments may have a higher late penalty and it will be documented within the assignment description.
- Please do not ask for a different date to take a proctored exam other than the date and time posted on the syllabus. As graduate students, it is your responsibility to complete assignments and show up for exams on time.
- *Academic Integrity:* All students enrolled in CICS courses are expected to adhere to the Ball State University Academic Ethics Policy: <https://www.bsu.edu/about/administrativeoffices/associateprovost/services/studentethics> (Links to an external site.)
- *Civility:* All students enrolled in any CICS course “share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.”
- The above is not an all-inclusive list of policies. Additional policies and procedures that are not explicitly covered in the syllabus will be applied as deemed necessary.

## GROUP CONTRACT:

A lot of the work would require a significant group effort. You are expected to draft a group contract, which will provide member commitments and requirements for the final document. Among other things, this contract should also include:

- a) A process to remove a person from the group, and what may happen to that person
- b) A clear communication plan and responsibility of each member of how soon & often they will communicate with one another.

c) Assessment of the final document includes the compliance of the contract, alignment with academic integrity, and group evaluations. This is to be delivered by the designated group leader to the Canvas-provided link.

d) How would you resolve issues that arise in the group?

#### GROUP EVALUATION:

Each individual in the research group is required to evaluate their team members and themselves regarding the major paper and contract compliance. Failure to submit the evaluation will result in no grade being given for the assessments (quiz, exam, project, etc).

#### HOMEWORK & CLASS PARTICIPATION:

Unless explicitly stated, all assignments should be in a professional and APA format. You may also be assigned some optional exercises that you should perform because they will help you get better at the subject. We strongly recommend taking the time to work your way through some of these problems to prepare yourself for examinations. They are presented for your further development and practice of the problems with math concepts.

#### ASSIGNMENT SUBMISSION

Aside from the main objective of the various assignments, each assignment will have specific generic requirements, such as the file naming convention and other requirements. You must also follow the generic requirements; otherwise, you may lose points.

#### PROFESSIONAL CONDUCT:

As a Master's candidate, we expect you to present yourself on campus and in the classroom as a working professional. Please adhere to professional dress at the school and on campus.

#### CLASS PARTICIPATION:

Class participation is required. The professor will randomly ask students to explain topics presented in class based on their reading requirements for the course. Come prepared to class.

#### POP-QUIZZES:

There may be unannounced pop quizzes. These quizzes will be administered via Lockdown Browser. Therefore, you must ensure that you are always ready and that your laptop has a lockdown browser. The quiz will be available for a very short period, and if you are not prepared during this time, then you will lose out on the points. There will not be any make-ups for the pop quizzes.

#### MOBILE DEVICES & OTHER DISTRACTIONS:

Please turn these devices to vibrate, off, stun, or a “no noise” level so they do not distract your colleague’s learning experience. Texting, IM’ing, and emailing during class are disrespectful of your

colleagues and are a distraction within the learning environment. First warning will be direct, second warning we will ask you to leave class permanently. We have little tolerance for interruptions of others during their learning. If you have a job or an emergency that requires immediate contact, please let your instructor know.

## PROFESSIONAL CONDUCT:

All students are expected to adhere to the Ball State University Academic Ethics Policy:

<https://bsu.smartcatalogiq.com/en/2023-2024/graduate-catalog/the-graduate-school/student-academic-ethics-and-attendance-policies/>

Academic Misconduct is defined as follows in the Ball State University Student Code of Conduct:

5.2.1 Academic Misconduct - Acts--which include but are not limited to cheating, plagiarism, falsely claiming to have completed work, cooperating with another person in academic misconduct, knowingly destroying or altering another student's work, or attempting to commit an act of academic misconduct--that violate the Student Academic Ethics Policy, Section VII.

The following are some examples of academic dishonesty, it is not an all-inclusive list:

- i. *Cheating on examinations.* This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, "Googling" answers, or other forms of misconduct on exams.
- ii. *Plagiarizing the work of others.* Plagiarism is using someone else's work or ideas without giving that person credit; by doing this, students are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas.
- iii. *Unauthorized collaboration.* Unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own. Unless they specifically indicated otherwise, it is expected that students will submit individual, unaided work on homework assignments, exams, and exercises, as well as documentation of sources when used. Any academic misconduct will automatically result in a failing grade for the class and the student will be reported to the University committee on academic misconduct for further disciplinary action.

## ATTENDANCE POLICY

Regular presence allows students to actively engage in discussions, collaborate with peers, and participate in class activities. Overall attendance will follow the Course attendance policies are determined by the individual **University policies on student absences**. Absences will be excused for the following: funeral and bereavement leave, jury duty, late course addition, military absences, observance of religious holidays, pregnancy leave, student-athletes participating in University- or department-approved activities, and university advisories.

- Students may encounter other circumstances (e.g. car accidents, job interviews) that result in course absences. Only faculty members can excuse these absences and adjustments are at the discretion of the instructor. Where possible, and with sufficient documentation, faculty should support student educational activities.
- Consider field-specific best practices as well as student well-being.
- In general, students are expected to notify all their instructors once they anticipate being absent for any reason (e.g., funeral) or as soon as possible after the absence begins (e.g., unexpected injury or illness). The student may need to provide documentation (with confidential information redacted when appropriate) to each instructor if requested.

### 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.

### Disability Statement

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](mailto:dsd@bsu.edu).

### Freedom of Expression

In this course, 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

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](http://bsu.edu/titleix) or contact the Title IX Coordinator at 765-285-1545 or at [titleix@bsu.edu](mailto: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 VPAA's [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.

## **Generative AI Statement**

[It is up to the faculty and/or their academic unit to determine if, when, and how generative AI use is permitted. It is strongly recommended that faculty clearly communicate their expectations about students' use of AI in their course and/or on specific assignments. Note that many applications (e.g. Grammarly, Microsoft Word, Canva, OneNote, and Evernote) have AI built-in features such as text predictions and AutoComplete as well as organizing and summarizing information. Below are potential statements, based on Perkins et al. (2024) [AI Assessment Scale](#) and the [GAI Use Scale](#), that faculty may copy verbatim or modify to fit their needs for the entire course or for specific assignments. Faculty are encouraged to engage in dialogue with their students throughout the course about the ethical use of generative AI. For generative AI and academic integrity resources, see the [VPAA's website](#); for AI information, tools, resources, and courses, see [AI Initiatives at BSU](#).]

### **No Generative AI Use**

All work conducted and/or submitted in this course should reflect your own ideas and demonstrate your current knowledge, abilities, and skills. Therefore, generative AI should not be used to complete any portion of the assignment(s). Doing so constitutes a violation of Ball State University's [Student Academic Ethics Policy](#).

### **Some Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission**

You may use generative AI applications for some work submitted in this course. You will be informed as to when, where, and how these tools are permitted to be used, along with guidance for attribution. Any use outside of this permission constitutes a violation of Ball State University's [Student Academic Ethics Policy](#).

### **Full Use of Generative AI Permitted/Encouraged Within Specified Guidelines**

You are encouraged to use generative AI applications for all work submitted in this course. However, you must cite any AI-generated material that informed your work. Using an AI tool to generate content without proper attribution constitutes a violation of Ball State University's [Student Academic Ethics Policy](#).]

## **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](http://myballstate.bsu.edu) and click on "Navigate" in the Academic Tools section, or just go directly to [bsu.navigate.eab.com](http://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 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](http://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](https://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 [here](#).

## 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 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 FERPA (Family Educational Rights and Privacy Act), 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.

This syllabus is subject to change in the event of extenuating circumstances