

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>2-23-26</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department ITOM College Business	
Current Course Prefix and Number MAN 4504		Current Course Title Operations Management Applications
<i>Syllabus must be attached for ANY changes to current course details. See <u>Template</u>. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Change prefix From: To: Change course number From: To: Change credits* From: To: Change grading From: To: Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour. **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <u>WAC Guidelines</u>. ***GE criteria must be indicated in syllabus and approval attached to this form. See <u>Intellectual Foundations Guidelines</u>.</small>		Change description to: Change prerequisites/minimum grades to: Remove prerequisite of QMB 3600 Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).
Effective Term/Year for Changes: Summer 2026		Terminate course? Effective Term/Year for Termination:
Faculty Contact/Email/Phone Tamara Dinev (tdinev@fau.edu)		
Approved by Department Chair _____ College Curriculum Chair _____ College Dean _____ UUPC Chair _____ Undergraduate Studies Dean _____ UFS President _____ Provost _____		Date 01/26/2026 <u>2/18/26</u> <u>2-18-26</u> <u>2-23-26</u> <u>2-23-26</u>

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.



FLORIDA ATLANTIC UNIVERSITY

MAN 4504-001 14919
Operations Management Applications
Date: Thursday 2:00 PM - 4:50 PM
Building: Phil Smith Hall Boca **Room:** 101
3 Credit(s)
Spring 2026 - 1 Full Term

Instructor Information

Karen Dye

Email: kchinand@fau.edu

Office: Fleming Hall 344

Office Hours: In-person office hours Monday 5:30 – 6:30 PM and Thursdays 1:00 - 2:00 PM. Also available weekdays via Zoom or Phone. Please email me to set up an appointment.

Phone: 561-297-3446

Course Description

Operations Management Applications

Prerequisites: MAN 3506

The application of management systems, quantitative principles and techniques to the effective planning and utilization of resources in the operations of manufacturing, research and services.

More specifically, the course is focused on ensuring you can successfully apply continuous process-improvement methods and problem-solving tools to analyze, plan and put into place the correct processes and metrics so you can manage key operations' functions effectively in a variety of organizational systems.

Prerequisites/Corequisites

Prerequisite(s): All of the following:

- MAN 3506 (Minimum Grade of C)

Instructional Method

In-Person w/Live Remote Option

In-person class. Instructor will live stream the class for remote synchronous attendance. In-person attendance not required.

Required Texts/Materials

Managing Quality : Integrating the Supply Chain

ISBN: 9781119883814

Publisher: John Wiley & Sons, Incorporated

Edition: 7th

- Class notes and additional readings (links to readings and notes provided on Canvas).
- Webcam

Recommended Texts/Materials

Memory Jogger 2

ISBN: 9781576811139

Publisher: GOAL/QPC

Edition: 2nd

Recommended

The Goal: A process of ongoing improvement

Recommended

Course Objectives/Student Learning Outcomes

1. Students will demonstrate an understanding of the evolution of the core principles and rationale underlying the various continuous process improvement paradigms.
2. Students will demonstrate proficiency constructing and applying the tools most-widely used to drive an organization's chosen process improvement initiatives.
3. Students will demonstrate an understanding of process performance measurement and recommend improvements for a specific process.
4. Students will reinforce their learning of quantitative methods by applying mathematical and statistical techniques to address issues in process analysis and continuous improvement.
5. Students will reinforce their writing skills through written homework assignments and short answer/ essay questions on exams.
6. Students will reinforce their learning of critical thinking by analyzing short case studies and exercises, and by solving problems related to operations management topics.

Faculty Rights and Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct [University Regulation 4.007](#).

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Course Evaluation Method

Discussion Boards/ Assignments	45%
Class Participation	10%
Exam 1*	15%
Exam 2*	15%
Exam 3*	15%
Optional Process Analysis Project to replace low/ missed exam*	(15%)
Total	100%

* - lowest or missed exam/ project grade will be dropped from final grade. NOTE: Any exam in violation of exam policy, or project or discussion post that has used ChatGPT or other AI software, or plagiarized will score a 0 and will not be dropped and will be included in your final grade.

Course Grading Scale

Total %	100-93	92.9-90	89.9-87	86.9-83	82.9-80	79.9-77	76.9-73	72.9-70	69.9-67	66.9-63	62.9-60	<60
Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

Course Topical Outline

	Date	Topic	Required Reading/ prep prior to class session	Assignment Due Wednesday night BEFORE each Thursday class
1	1/15	Course Introduction Process Improvement Exercise (Tower Challenge)		NOTE: Some exercises will be completed in class, as noted in Bold. DB: Student Introductions (due 1/18) Syllabus and Course Agreement quiz (due 1/18) Tower Challenge – attempt 1 in-class NOTE: If attending via Zoom, you will need 1 pack of 3”x5” index cards (100 cards); you will complete the exercise during class time on your own while in-class classmates complete the exercise in-person
2	1/22	Intro. to Continuous Process Improvement (Part 1)	Read Chapters 1, 2, and 4	DB: Tower Challenge/Process Improvement Exercise – debriefing assignment (1/21) DB: Numbers Exercise (in-class) Red Bead Experiment (in-class)
3	1/29	Intro. to Continuous Process Improvement (Part 2) Exam 1 Review	Read Chapters 1, 2, and 4 Exam 1 Review Sheet	DB: Red Bead Experiment – debriefing assignment (1/28)
4	2/5	Exam 1		
5	2/12	Quality Improvement Tools Lean – Six Sigma Management and Tools	Chap. 10 Chap. 13 (Memory Jogger2 - optional)	DB: Affinity Diagram OR Importance/ Performance Matrix (in-class activity, OR Breakout group on Zoom; write up due 2/18)
6	2/19	Affinity Diagram/ IP Matrix Debrief Process Analysis Exercise	CANVAS Notes Chapter 6 (optional)	DB: Affinity Diagram/ IP Matrix write-up (2/18) DB: Process Flow Chart (2/18) DB: Process Analysis (in-class)

7	2/26	Theory of Constraints/ Bottleneck Management	The Goal – Ch. 13, 14, 15,26 Theory of Constraints article Process Analysis Practice Problem – CV	Quiz: The Goal/Theory of Constraints (2/25) Assignment: Process Analysis Practice Problem (2/25) DB: Dice Game Exercise (possibly in-class exercise - write up due 3/4)
8	3/5	Possible Guest Speaker/ Exam 2 review session	Exam 2 Review Sheet	
9	3/12	Spring Break - no class		
10	3/19	Exam 2		
11	3/26	OM Applications in Supply Chain Management Supply Chain Management Simulation	Chapters 3 and 9 Readings TBD Simulation Instructions - CV	Simulation completed during class.
12	4/2	Supply Chain Management Applications/ Simulation Debrief Tentative Guest Speaker		DB: Supply Chain Management Simulation Debrief (4/1)
13	4/9	OM Applications in Services –Healthcare and Hospitality Exam 3 Review	Chapter 8 Readings TBD Psychology of Waiting Lines- CV Exam 3 Review Sheet	DB: Psychology of Waiting Lines (4/8) DB: Current Events article (4/8)
14	4/16	Exam 3		
15	4/23	Group Project Meetings		Project Process Ideas and Teams due (Tuesday - 4/21)
16	4/30	Group Project Due- Optional assignment to replace low exam score		Group Project Due (4/30) Group Team Member Evaluation (5/1)

CV – Canvas; DB – Discussion Board

(Schedule subject to slight changes; any changes will be announced in class and on CANVAS)

Note: Since I plan to assign current topics in OM, including recent news articles, many of the readings are TBD the second half of the term. These readings will be assigned as they become available.

* - Please see assignment/ discussion board for instructions. Due dates are Wednesday evening before each class.

Description of Assignments and Course Design

Course Readings and Discussions

A schedule of class discussions and readings is found in the schedule later in this syllabus. Cases and Chapter Supplements are assigned only if indicated on the syllabus or announced in class. Note also that this schedule is subject to modifications. Additional readings may be assigned. Any modifications will be clearly announced in class and on CANVAS.

Quizzes/ Discussion Boards/ Assignments

Most weeks you will have a discussion board, assignment, and/ or short quiz to complete by Wednesday prior to each class session. These assessments are intended to assist student preparation prior to class discussion or reflect on an earlier classroom exercise.

For assignments submitted through discussion boards, your posts must be professional, well organized, grammatically correct, and free of misspellings. Additionally, any content quoted, paraphrased, or gleaned from references must be properly cited. This policy includes references to other students' work. Use of AI software such as ChatGPT is not accepted in this course. I want to know your own thoughts and not someone else's!

Detailed instructions are provided for each forum as well as due dates. Most forums are reflections/ responses regarding an assigned activity often completed in a prior class. Some may require a second post, in response to your own original post, with additional assigned comments. (Specific instructions on what type of post is required is given within each discussion forum). The posts should be entered directly into the discussions, including embedding images rather than as an attachment. Your grade will be based on posts completed before the deadline. At times I will provide optional discussion boards/ assignments that will enable you to earn extra credit towards your discussion board grade.

Course Readings and Discussions

A schedule of class discussions and readings is found in the schedule later in this syllabus. Cases and Chapter Supplements are assigned only if indicated on the syllabus or announced in class. Note also that this schedule is subject to modifications. Additional readings and notes, as posted in each learning module, are also required reading for each topic. My personal commentary and notes, with explanations of course material, is often posted in the notes section of a PowerPoint file. While I expect the schedule to remain as given, slight modifications may be made. Any modifications will be clearly announced in class and on Canvas. Most weeks you will have a quiz on the material and/ or discussion board(s). See details above regarding policies regarding discussion boards.

Exams

The three exams will be a combination of short answer, essay, quantitative problems, and multiple-choice questions. The quantitative problems will be similar to practice problems, and the short answer questions will be based on course readings, lectures (including PowerPoint presentations and notes), videos, and exercises within learning units. It is important to review all material and not just chapter readings and notes. A review sheet for each exam is provided on Canvas. Any exam completed online will be proctored by an online integrity software. (See information later in syllabus).

The exams are closed book/ closed notes, however, a “cheat sheet” will be allowed. Guidelines will be provided about this “cheat sheet” prior to an exam. Any concerns about the grading of an exam must be addressed no later than one week after the exam grade has been posted. Requests to reconsider or re-grade an exam after this date will not be considered. Note that your lowest of the three exam grades, or a missed exam, may be replaced/ made-up by completing a “Group Process Analysis Project” (see below).

Optional Group Process Analysis Project

A Capstone paper, which I call a “Process Analysis Project” may be completed to replace a low scoring or missed exam. This must be completed in groups of 2-3 students. Each group will assume the role similar to a consulting team in which they will analyze and make recommendations on a particular process that is observed in person by all team members. Depending on where students live, it is not necessary to visit the same location, with students observing a different location of the same company – i.e. Blaze, Publix Deli, etc. This is NOT an internet-based research project, but a first-hand observational project. The objective of the assignment is to give students the opportunity to apply course concepts to a business process to determine why a particular process is performing exceptionally well or poorly. An analysis will be made based on data collected from personal observation, including identification of the process bottleneck and suggestions for improvement. I encourage you to begin thinking about a service or manufacturing process that you feel needs improvement (i.e. time to service customers is slow or quality is poor). Begin thinking about what the “bottleneck” is in the process and how this bottleneck can be improved to improve the overall performance of the process.

Class Participation/ Current Events - OM Applications

You are expected to read and prepare the assigned readings before coming to class. Class participation requires your active and regular participation in class discussions. You are encouraged to ask questions, and to relate course material to previous job experiences and current business events. Infrequent class attendance will negatively affect your participation grade. Other factors of participation grade include:

1. Is the participant a good listener? s student focused on class discussion? (Please turn off all electronic devices, cellphones, etc. at beginning of class. Laptops may be used for note taking.)
2. Are comments made relevant to the class discussion? Are they linked to other comments?
3. Do comments show insightful and appropriate analysis of the case?
4. Do comments clarify and highlight important aspects of earlier comments and lead to a clearer statement of concepts being covered?
5. Does the student participate on the CANVAS optional discussion board, posting articles and notes relevant to the course material?

Policy on Make-up Tests, Late work, and Incompletes

Missing an Exam

There will be three exams, which must be completed during the specified time frame during our scheduled class period on Thursday 2:00 – 5:00 PM on the scheduled exam dates. If personal circumstances beyond your control, or religious observations prevent you from taking an exam at the scheduled time, you are required to make alternative arrangements at least one week prior to the exam date. Failure to complete an exam by the end of the time frame will result in a zero grade. Make-up exams will not be given unless the student has a documented serious illness (i.e. hospitalization) or other extreme personal circumstance, or absent due to a University sanctioned event, and must be arranged prior to the exam period. If an exam is missed, or if a student chooses to not take one of the three midterm quizzes, the student will need to complete the Group Process Analysis Project to replace the missed exam grade.

Late Assignments

Late assignments/ papers/ discussion posts will not be accepted unless arranged with the instructor. In most cases, late assignments/ paper submissions will have a deduction in grade for each day submitted after the deadline, not to exceed 1-week late (i.e. assignments will not be accepted more than 1 week after the original due date.)

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

For this class, such disciplinary action will include a grade of zero on the assignment or examination, or the course as a whole. In addition, a letter will be filed in the student's academic file. Note: A zero score on such assignments or examinations cannot be made up/ replaced with an optional discussion board grade or paper and will be included in the calculation of a student's overall course grade. You are better off scoring low and replacing with the Process Analysis Paper than having a 0 as a quiz grade due to an integrity violation.

Anti-Plagiarism/ Integrity Software

Written assignments may be submitted to anti-plagiarism software to evaluate the originality of the work. Any student submitting work that is not their own will be deemed in violation of the University's honor code discussed below. (Note: Use of AI software, such as ChatGPT, is not original work, and will not be accepted/ will receive a score of 0). In addition, the exams/ quizzes for this course will be monitored by an online integrity system to ensure students' compliance with FAU's Code of Academic Integrity. To avoid being deemed in violation of the Code, student may not access unsolicited aids during exams, including, but not limited to test-banks, online search engines, and other means via

their test-taking device or any other electronic devices. Phones may not be used during the exam except to contact technical support or the professor. Headphones, earbuds, smart watches, or other electronic devices must be removed and away from the testing environment. Student also may not receive nor provide unauthorized assistance from/ to other persons on the exam, or copy, save, or share unauthorized copies of exams. It will be necessary for you to have a working webcam and audio for the entirety of the exam. Failure to have a working webcam or violation of exam policy will result in a zero on the exam. Please be sure to test your system in advance of the exam period. If you are unable to use the required technology, you must notify the instructor at least 2 weeks before the exam for an alternative proctoring arrangement.

A NOTE ON PLAGIARISM

Plagiarism takes many forms, including but not limited to:

- Direct copying (including 3 words in a row) without using quotations.
- Failure to use citations when an idea is not yours
 1. Copying material without quotation marks is always plagiarism, even if you cite the source.
 2. Providing references in the reference section without using citations is still plagiarism.

As a student you are required to be aware of all types of plagiarism. For example, you must cite the textbook where you paraphrase a definition or concept from it. Failure to paraphrase and/or cite correctly your sources can result in dismissal from the class and the University. If you are unsure about correct ways to paraphrase concepts and definitions, contact the campus academic advisor, or the Business Communications Department on the Boca Raton campus, for further assistance.

An Online Proctoring Service (such as Honorlock, Lockdown Browser/ Respondus, or Proctorio) will monitor your audio, video, computer activity, and internet activity on all surrounding devices during proctored exams. More guidance and support information on the proctoring service will be provided within the course Canvas site.

You must have a functioning webcam capable of recording video, photo ID, and reliable internet connection. Be sure you are accustomed to all of the available proctoring tools (whiteboard, calculator, chat support, etc.) prior to beginning your exam. You will be recorded, and your screen will be recorded to be reviewed for academic integrity purposes. Please ensure you are in a quiet secure location with minimal distractions. It is your responsible to ensure that your webcam is properly recording your session.

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [\[Policy 12.16 Artificial Intelligence\]](#)

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the [Florida Atlantic Code of Academic Integrity, Regulation 4.001](#).

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit <https://fau.edu/ai/citation>

AI Language Specific To This Course

- **AI Prohibited:** The use of AI to assist in any work assigned in this specific course is prohibited.

Communication Policy

1. **Announcements:** You are responsible for any announcements made in class. I do my best to also post announcements on the Canvas course page. You are responsible for reading all announcements posted by the instructor. Check the announcements each time you login. You are responsible for logging in frequently to receive announcements in a timely manner. I suggest setting your notifications in CANVAS to receive a notification as soon as a new announcement is posted.

2. **Email Policy:** Messages sent to my FAU email account (kchinand@fau.edu) with the subject beginning with "MAN 4504 - 001" is the preferred method to contact me. I will respond to messages generally within 24 hours, but usually sooner if sent before 6:00 PM. If you have not received a response from me by the next day, please feel free to resend your message.

3. **Course-related Questions:** Post course-related questions to the General Course Topics Questions discussion board. Asking course-related questions in this way allows other students with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question; it may have already been asked and answered in previous posts. Responses will be given within 48-hours. For a quicker response, please email me.

Technical Support

Since some of the material and assignments will be delivered and completed online, the below information will be helpful should you need technical assistance.

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these occurrences can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased; please plan appropriately. If a problem occurs, it is essential that you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem.

It is your responsibility to obtain the necessary information and skills to manage the hardware and software systems of this course. In addition, if your personal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer resources to meet the course deadlines.

Remember, you can always go to any FAU computer lab to complete your work!

Click [here to view a list of lab locations](#).

Recommended Browsers

Canvas supports the latest two versions of the most widely used browsers. We have learned that Canvas works better with Google Chrome and Mozilla Firefox than with Internet Explorer. If Internet Explorer is currently your only browser, consider installing Chrome or Firefox.

I highly recommend updating to the newest version of whatever browser you are using as well as updating to the most recent Flash plug-in.

For more details, see [Which Browsers Does Canvas Support?](#)

Getting Help

FAU has purchased Tier 1 support, provided by Canvas. What does this mean for you?

Canvas support is available 24/7, 365 days a year in various forms. You can use the Canvas Guides to search for answers, call the support hotline to talk to a person, hit the chat link to message a Canvas support technician, or report an issue directly to Canvas.

You can access all of these help options by clicking on the Help link in the bottom-left corner of the Canvas window and then selecting your preferred method of assistance.

If you call FAU's Help Desk, please be sure to select the option for Canvas.

Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar. Upon clicking the “Help” tab, you will be able to:

- Report a problem
- Search Canvas guides

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: 561-297-3590
2. If you can, take a Print Screen image of the monitor when the problem occurs. Save the image as a .jpg file. If you are unfamiliar with creating a Print Screen image, visit [Link to Print Screen Instructions](#).
3. Complete a Help Desk ticket ([Link to Help Desk](#)). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. The process includes the following steps:
 - a. Select “Canvas (Student)” for the Ticket Type.
 - b. Input the Course ID.
 - c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d. Attach the Print Screen file, if available.
4. If you do not hear back from a Help Desk representative in a timely manner (48 hours), it is your responsibility to follow up with an appropriate staff member until a resolution is reached.
5. Once you have submitted a Help Desk Ticket, inform your instructor. Include all pertinent information of the incident (steps 3b-d above). Keep your instructor informed of the status.

Required Technology and Technological Skills

Required technological skills

- Basic Skills in computer use
- Access to the internet
- Basic Canvas LMS skills
- Basic Skills for Office programs (word processing and presentation programs)

Required Software

- Microsoft 365 Suite ([Link to download](#))
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Java – [Link to download](#) and/or [Link to verify Java](#) on your computer
- Adobe Flash Player: [Link to download](#)
- Mobile App: Instructions on how to download the Canvas App on an iOS device ([Link for iOS Instructions](#)) or Android device ([Link for Android instructions](#)).

Internet Connection

- Recommended: Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- To check your Internet speed, [click here](#).

Minimum Technical Skills Requirements

The general and course-specific technical skills a student must have to succeed in the course include but are not limited to:

1. Accessing Internet.
2. Using Canvas (including taking tests, attaching documents).
3. Using email with attachments.
4. Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
5. Copying and pasting functions.
6. Downloading and installing software.
7. Using presentation, graphics, and other programs.
8. Posting and commenting in an online discussion.
9. Searching the FAU library and websites.

Computer Requirement - Basic computer specifications for Canvas ([Link to Specifications](#))

Operating System

- A computer that can run Mac OSX or Win 7.0 or higher.

Peripherals

- A backup option should be available to minimize the loss of work, such as an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software

- Once logged in to Canvas, make sure your Internet browser is compatible.
 - Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.
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Attendance Policy Statement

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Since the course is being conducted in-person with LIVE remote option (i.e. the class will be streamed LIVE via Zoom), you are expected to attend in-person or via the LIVE Zoom session each week. If you attend via Zoom, your webcam needs to be turned on during class discussions. You will also often need to have material ready and available to complete class activities each week (i.e. a printout or other supplies). It is your responsibility to contact the instructor to know what might be needed if attending via Zoom. If you are unable to complete the exam during the exam period, you must notify me at least one week prior to the exam. (Please see policy regarding make-up exams.) Be sure to have CANVAS announcements sent to your FAU email as soon as new announcements are posted to be alerted of important course information.

NOTE: Should you not attend due to reasons other than outlined above, it is your responsibility to obtain notes from a classmate and understand what was covered in class. I am here to assist if you have questions. You are responsible for all material covered in class regardless of whether or not you attend.

Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director of The Office of Civil Rights and Title IX. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

Incomplete Grade Policy

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course. For the Spring 2026 term, the last day to drop/add and withdraw:

- without consequences, i.e. fee liability, is January 16;
- last day to pay without late fees is January 20;
- with 25% tuition adjustment is February 9;
- with a "W" grade is March 27.

Time Commitment Per Credit Hour

For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[University Regulation 4.002](#) of the University Regulations contains information on the grade appeals process

Policy on the Recording of Lectures

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Please note that University administration has been very clear that a student is not allowed to share a recording with a classmate who is not in attendance. Recordings are for a student's own personal use and no one else's use, nor may recordings be published or shared without instructor written consent.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual therapy, group therapy, and crisis services, to name a few - offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Student Support Services and Online Resources

- [Center for Learning and Student Success \(CLASS\)](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [FAU Libraries](#)
- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Center for Global Engagement](#)
- [Office of Undergraduate Research and Inquiry \(OURI\)](#)
- [Science Learning Center](#)
- [Speaking Center](#)
- [Student Accessibility Services](#)
- [Student Athlete Success Center \(SASC\)](#)
- [Testing and Certification](#)
- [Test Preparation](#)
- [University Academic Advising Services](#)
- [University Center for Excellence in Writing \(UCEW\)](#)
- [Writing Across the Curriculum \(WAC\)](#)

Title IX Statement

In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at <https://www.fau.edu/ocr9/title-ix/>. You may also contact Victim Services at victimservices@fau.edu or 561-297-0500 (ask to speak to an Advocate) or schedule an appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297-CAPS.