

OGL 260 Resource Allocation in Organizations
Arizona State University-College of Integrated Sciences and Arts
October 12-December 2, 2022 Fall B
Online Course

1-16

Course and Faculty Information

Course Description

This course introduces students to the decision-making framework of resource allocation within the broader context of organizations and society. Students learn that resource allocation decisions are regularly guided by values, organizational purpose, and fundamental principles of value creation and sustainability. The course primarily focuses on the development, management, and allocation of tangible and intangible resources; accounting statements; profit and loss drivers; risk, return and tradeoffs; and stakeholder accountability.

Credits: 3

Prerequisites: MAT 117 or any course with General Studies MA designation.

Instructor: Mrs. Williams **Online Email:** Caryl.Williams@asu.edu (anytime)

Text: **Foundations of Finance**

Keown, A. J., Martin, J. D., Petty, J. W., 2020 (10th ed). New York, NY:Pearson

ISBN:978 0 13 489 7288 Inclusive Access Program eBook \$35.00

The required material for this course will be provisioned as an eBook and made available at a discounted rate significantly cheaper than if purchased from the publisher. If you want to take advantage of this discounted group rate, no additional action is needed. Following the drop/add period, a charge of \$35.00, plus tax, will post to your student account under the header “Bkstr Publisher Negotiated Rate” and your access will continue uninterrupted. If you would rather purchase from an alternate source, you may choose to opt-out of the program by using this link: <https://includedcp.follett.com/1230>.

Enter your ASU email address AS IT APPEARS IN THE ASU DIRECTORY

(<http://asu.edu/directory>), then follow the instructions provided. Be aware that if you do opt-out, your access to the eBook will be discontinued. To access the eBook, follow these instructions (books will be available approximately 5-days prior to the start of class):

- 1) Go to <https://brytewave.redshelf.com>
- 2) Click “Login” then “Forgot Password” and enter your ASU email address EXACTLY as it appears in the ASU Directory (please note: all students have two configurations of their email address (asurite@asu.edu and (firstname.lastname@asu.edu); both are tied to the same email account BUT the system will ONLY recognize the email address that appears in the directory)!!
- 3) Follow the instructions in the password reset email to reset your password
- 4) Return to <https://brytewave.redshelf.com>. Your username will be your ASU email address (again, EXACTLY as it appears in the directory) and your password will be

whatever you changed it to. When you login, you will see the required material listed on your shelf. If this is a standard eBook, simply click on the book to read.

For assistance accessing your materials or opting out, please contact the Inclusive Access Service Desk at asuinclusiveaccess@gmail.com

To reiterate some important timelines:

5 days prior to the start of class: orders release to students & Bookstore communications sent 2-3 days after the end of the drop/add period: opt out deadline

****We will not be utilizing MyFinancelab****

ASU online course access: <http://my.asu.edu> and asu.instructure.com

Technical Canvas Assistance: website: <http://asu.edu/helpdesk> 24/7 Phone: 480.965.6500

University Technical Office Help email: uto@asu.edu 24/7 Phone: 855-278-5080

Pearson Student Support: <https://support.pearson.com/getsupport/s/students>

College Contact: This course is offered by the College of Integrative and Arts (CISA). For more information about the college, visit our website: <https://cisa.asu.edu>. If you have questions about this course, please speak with your instructor. If your instructor is unable to address your questions, please send your inquiry to cisa@asu.edu.

Student Learning Outcomes:

At the completion of this course students will be able to identify resources necessary to sustain organizations.

Stakeholders will be identified as interested entities in the successful operations of a for-profit or not-for-profit enterprise.

Organizations will be identified by students and researched utilizing the learning objectives shared in the readings.

Understanding financial terminologies to enhance personal, collegiate and professional usage to problem solve and allocate resources.

Course Objectives

- Explain the purpose of an organization is to create sustainable value for stakeholders.
- Evaluate business models and stakeholder reporting frameworks.
- Apply principles of cash flow management and financial statements analysis.
- Explain risk, return on investment, product and services development, and tradeoffs in decision making.
- Apply leadership utilizing integrity, ethics, and sound management practices.

Zoom Recordings

The contents of this course, including lectures and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the conduct of the course. Any recordings of class sessions by students is prohibited, except as part of an accommodation approved by the SAILS Office.

Textbooks, Required Readings and Materials

See page 1 of the course syllabus for a detailed explanation of the BryteWave Inclusive Access eBook used in OGL 260. The Canvas course will have a BryteWave navigation link.

Keown, Martin & Petty (2020). **Foundations of Finance (10th ed).** New York, NY:Pearson

Course Access

Your ASU courses can be accessed by both my.asu.edu and asu.instructure.com. Bookmark both sites in the event one or the other is not operative.

Additional Requirements

This course requires the following technologies:

- Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))
- Adobe Acrobat Reader (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in an online environment. Although you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs completed in Canvas.

Student Success

To be successful:

- Check the course daily
- Read course announcements
- Read and respond to course email messages as needed
- Complete assignments by the due dates specified
- Communicate regularly with your instructor and peers
- Create a study and/or assignment schedule to stay on track
- Access [ASU Online Student Resources](#) or [CISA Academic Resources](#)

Grading

Grades	Percentage	Points Range
A	93-100	186-200
A-	90-92	180-185
B+	87-89	174-179
B	83-86	166-173
B-	80-82	160-165
C+	77-79	154-159
C	70-76	140-153
D	60-69	120-139
E	<60	<119
EU	<60	Failing Did Not Complete
EN	0%	Failing Never Participated
Y		Optional Grade

Students in this course may request the Y grade option. The Y grade is considered “satisfactory” and equivalent to a C or better. Only students who earn a final grade of C or better are eligible for the Y grade. If your final grade is below a C based on the grading requirements outlined by this course syllabus, then you are not eligible for the Y grade and the D or E grade will be posted.

The Y grade will fulfill prerequisite requirements of a C or better, but the grade is not used for computing the GPA.

Before requesting the Y grade, you should consider that this option may have implications for your degree program. Financial aid, or scholarship requirements. You should review your major map for current and future course requirements prior to requesting the Y grade. Some classes require a grade higher than a C to count for the major or as a prerequisite for future required coursework.

If you are planning to apply to graduate or professional programs, the satisfactory Y grade in a core or prerequisite course may be less advantageous to your application than a letter grade. Students who would like to request the Y grade option must send an email to the instructor no later than the first week of class.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments will be available within 72 hours of the due date in the Gradebook.

Late or Missed Assignments

Notify the instructor **BEFORE** as assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

Attendance Policy

Class participation is required in our online class. We are 100% online and you may work ahead in the class as your time allows.

Follow the appropriate University policies to request accommodation for religious practices, or to request accommodation for missed assignments due to University-sanctioned activities or active military service.

Communicating with your Instructor and Classmates

Classroom Community

To build a course climate that is comfortable for all, it is important that students (1) display respect for all members of the class-including the instructor and students; (2) pay attention in all interactive student partner/instructor sessions and activities; (3) observe the rules of appropriate online behavior (also known as *netiquette*). This term is defined by the instructor and includes keeping course discussion posts and oral communication with other students (or the instructor) focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. In addition, they must avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude course members. This is not an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the course environment. Your final grade may be reduced each time you engage in the type of negative behaviors indicated above.

Community Forum

This course uses a Canvas discussion topic called “Community Forum” for general questions and comments about the course. Check the syllabus, announcements, and existing posts to ensure it’s not redundant prior to posting a question or comment. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor. You can expect a response within 48 hours.

Chat

The Chat tool in Canvas allows students and teachers to interact in real time. Use Chat only for informal course-related conversations unless your instructor informs you otherwise. Chat is not ideal for questions about assignments; instructors are not required to monitor it and conversations may be buried or lost.

Email

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

All instructor correspondence will be sent through Canvas and/or your ASU email account.

Course Outline: See the detailed course and module details on page

Module	Topic	Assignments
1	Foundations of Financial Management	Self-Introduction Read chapter 1, Quiz
2	Financial Statements & Cash Flows	Read chapter 3, Quiz
3	Meaning & Measurement of Risk & Return	Read chapter 6, Assignment Research paper, Discussion Topic Review & Quiz
4	Cash Flows & Capital Budgeting	Read chapter 11, Quiz
5	Determining the Financial Mix	Read chapter 12, Assignment Research paper, Discussion Topic Review, & Quiz
6	Working Capital Management International Business Finance	Read chapter 15, Quiz Read chapter 16, Quiz Final Thoughts on the Course ASU Course Evaluation

Resource Allocation in Organizations

Maximization of stakeholder value is the fundamental goal of a business. Stockholders are only one segment of the Stakeholders that have a direct or indirect concern for the maximization of value in an organization.

Five Principles that form the foundations of finance are:

1. **Cash Flow Is What Matters**
2. **Money Has a Time Value**
3. **Risk Requires a Reward**
4. **Market Prices Are Generally Right**
5. **Conflicts of Interest Cause Agency Problems**

Assignment Details

Course Format: You will be assessed on course content by participating in unit quizzes, assignment papers and discussion board research topic paper peer reviews. Quizzes will be timed and you will have the opportunity to scroll up and down to review questions, before you submit the assessment. Learning is the objective so feel free to utilize your notes and study aides.

Discussion Board Topics: Introduce yourself in the Discussion Board area and respond to a fellow classmate's introduction. In Modules 3 & 5 review a peer assignment research paper (Topic Review). In two quality paragraphs, add your personal observations on the topic researched, an in-text citation(s) and a supporting reference source(s). In order to participate in the Module Discussion Topic Board peer paper review, you must first upload your revised assignment paper or a thread (any word). At the conclusion of the course, you will also have the opportunity to express your Final Thoughts about our course.

Assignment Paper: Modules 3 & 5 require you to research an organization. You will use the internet and your course textbook. Your Assignment papers will be graded by the instructor. Open your graded paper to locate Feedback comments. Open the Feedback comments. Click on the icons and my words will appear. REVISE your graded paper; SAVE it as a pdf document and upload your REVISED paper into the Topic Review discussion board peer review activity.

The assignment paper will include a title/cover page, two (2) pages of cited content and a final References page. Write your paper using APA 6th edition writing format rules. The Assignment paper requires research from various sites as well as your course textbook. Each module of study has learning objectives and your written work needs to incorporate and tie together the learning objectives, and financial terminologies from the course textbook, into the subject researched. Apply the module Learning Objectives of Resource Allocation in Organizations to real life situations, through your research and personal observations. Due dates, per activity in a module/unit of study, conclude at 11:59 p.m. Mountain Standard Time (MST).

If you are using Microsoft Word 2010-11 or any other word processor (such as Word Perfect), be sure to save your file as a **pdf**, before you submit the paper into the course. Spell-check and proof read your work. Correct English grammar is essential in collegiate writings. The Running head and short title of the paper, along with a page number, will be typed on the top line of the title/cover page. The longer title of your paper, your name, Arizona State University, OGL 260-Module #, and the date spelled out, per APA, will be typed 2/3 down the page in a centered list of items. The entire paper from the title/cover page, content and References page are double spaced. YouTube has a few videos to explain the correct margins, hard returns and APA 6th edition formatting rules. Module 0, APA Resources includes an example paper & APA information.

A one-inch border at the top, sides and the bottom of the paper are part of the APA format writing rules. Use a 12 pt., Times New Roman font, when typing your double-spaced paper. When citing the textbook authors, publishing year of article, and page or paragraph number, use APA format rules (Keown, Martin & Petty, 2020, p. 36). Cite your references correctly. Understand what it means to plagiarize another person's work. Arizona State University will not tolerate "borrowing", "summarizing" or "copy and pasting" someone else's work. Give credit where credit is due, by simply using proper citations within your written work and include the sourced sites on the reference page (last page) of your paper. See Module 0, APA Resources.

Citing Style for Assignments:

APA style of writing: <http://apastyle.org> & <http://owl.english.purdue.edu>

APA YouTube: Videos will demonstrate hard returns, indents, spacing, & page numbers

Reference Sources: www.citefast.com

ASU Library system: www.asu.edu/lib

Grammar: Grammarly.com

Modules: Be aware of the **open/close dates**. The entire course is **OPEN!**

Learning Objectives; Readings, Assignment Papers; Discussion Reviews, and Quizzes

Module	OGL 260 TOPICS	LEARNING OBJECTIVES	ASSESSMENTS & POINTS	OPEN/CLOSE DATES
1	Intro to the Foundations of Financial Management	<p>Identify the goal of the firm.</p> <p>Understand the basic principles of finance, their importance, and the importance of ethics and trust.</p> <p>Describe the role of finance in business.</p> <p>Distinguish among the different legal forms of business organization.</p> <p>Explain what has led to the era of the multinational corporation.</p> <p>Describe how this course and the skills you will develop in it will help you in your career and in your life.</p>	<p>Read Chapter 1</p> <p>Discussion Board: Self-Introduction and welcome a peer to class due Sunday, Oct 16 (1 point)</p> <p>Quiz: Chapter 1 due Sunday, Oct 16 (15 points)</p>	Oct 12-Oct 16
2	Understanding Financial Statements and Cash Flows	<p>Compute a company's profits, as reflected by its income statement.</p> <p>Determine a firm's financial position at a point in time based on its balance sheet.</p> <p>Measure a company's cash flows.</p> <p>Describe the limitations of financial statements.</p> <p>Calculate a firm's free cash flows and financing cash flows.</p>	<p>Read Chapter 3</p> <p>Quiz: Chapter 3 due Sunday, Oct 23 (15 points)</p>	Oct 12-Oct 23

3	The Meaning and Measurement of Risk and Return	<p>Define and measure the expected rate of return of an individual investment.</p> <p>Define and measure the riskiness of an individual investment.</p> <p>Compare the historical relationship between risk and rates of return in the capital markets.</p> <p>Explain how diversifying investments affects the riskiness and expected rate of return of a portfolio or combination of assets.</p> <p>Explain the relationship between an investor's required rate of return on an investment and the riskiness of the investment.</p>	<p>OGL 260 9-16</p> <p>Read Chapter 6</p> <p>Assignment Paper: due Saturday, Oct 29 (40 points) Research any organization of your choosing. Include a cover page (page 1), two pages of cited content (pages 2 & 3), and a final References page. In-text citations are in the sentence being cited. Final sentence punctuation follows the citation. Analyze an organizations' business, history, risk and return, and growth opportunities.</p> <p>Apply and cite a <u>Learning Objective</u> from the text authors (Keown, Martin and Petty, 2020 and a supporting reference source, from the organization you are researching, at a minimum. Save your paper as a pdf. See Module 0, APA Resources. APA writing rules apply.</p> <p>Quiz: Chapter 6 due Sunday, Oct 30 (15 points)</p> <p>Discussion Board Topic Review: Upload your revised paper, based on the feedback on your paper, into the Discussion Board Topic Review. Review one (1) student Assignment paper, in 2 quality paragraphs. Add your personal observations, an in-text citation and a complete reference source. due Wednesday, Nov 2 (06 points)</p>	Oct 12-Nov 2
4	Cash Flows and Other Topics in Capital Budgeting	<p>Identify guidelines by which we measure cash flows.</p> <p>Explain how a project's benefits and costs-that is, it's free cash flows-are calculated.</p> <p>Explain the importance of options, or flexibility, in capital budgeting.</p> <p>Understand, measure, and adjust for project risk.</p>	<p>Read Chapter 11</p> <p>Quiz: Chapter 11 due Sunday, Nov 6 (15 points)</p>	Oct 12-Nov 6
5	Determining the Financing Mix	<p>Distinguish between business and financial risk.</p> <p>Use break-even analysis.</p> <p>Understand the relationships among operating, financial, and combined leverage.</p> <p>Discuss the concept of an optimal capital structure.</p> <p>Use the basic tools of capital structure management.</p>	<p>Read Chapter 12</p> <p>Assignment paper: due Saturday, Nov 12 (40 points) Research a new organization of your choosing. Discuss the break-even analysis for the organization you choose to research.</p> <p>Consider the history, products, stories, facts, stock history and company profile. Your personal observations are welcome. Include a Learning Objective from the text authors and an additional reference source from your research. Upload your Assignment paper.</p> <p>Quiz: Chapter 12: due Sunday, Nov 13 (15 points)</p> <p>Discussion Board Topic Review: Upload your edited and revised paper into the Discussion Board. Review one (1) student Assignment paper. Add your personal observations, supporting in-text citation, and reference sources. due Wednesday, Nov 16 (06 points)</p>	<p>Oct 12-Nov 16</p> <p>Please complete the ASU Course Evaluation.</p> <p>Our University, College, Department and I read all of your comments and suggestions to make OGL 260 a value-added course.</p> <p>THANK YOU</p>

Module		Learning Objectives	OGL 260	10-16
6	Working-Capital Management	<p>Chapter 15</p> <p>Describe the risk-return trade-off involved in managing working capital.</p> <p>Describe the determinants of net working capital.</p> <p>Compute the firm's cash conversion cycle.</p> <p>Estimate the cost of short-term credit.</p> <p>Identify the primary sources of short-term credit.</p>	<p>Read Chapter 15</p> <p>Quiz on chapter 15 due Sunday, Nov 20 (15 points)</p>	<p>Oct 12-Dec 1</p> <p>ASU course evaluation closes December 1.</p> <p>Please let your voice be heard. Constructive ideas on course management are always appreciated.</p> <p>Thank You</p>
	International Business Finance	<p>Chapter 16</p> <p>Discuss the Internationalization of business.</p> <p>Explain how to read foreign exchange rate quotes and why they matter.</p> <p>Discuss the concept of interest rate parity.</p> <p>Explain the purchasing-power parity theory and the law of one price.</p> <p>Discuss the risks that are unique to the capital-budgeting analysis of direct foreign investment.</p>	<p>Read Chapter 16</p> <p>Quiz on chapter 16 due Sunday, Nov 27 (15 points)</p> <p>Discussion Board Final Thoughts due TH, Dec 1 (2 points)</p> <p>ASU Course Evaluation by December 1</p>	
		.		200 points total

Submitting Assignments

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester in the event you wish to contest any grades.

All assignments, unless otherwise announced by the instructor, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignments due dates follow Arizona Standard time. Click the following link to access the [Time Converter](#) to ensure you account for the difference in time zones. Note: Arizona does not observe daylight savings time.

Course Time Commitment

Coursework includes all learning activities including reading, watching videos, studying, and completing assignments. Arizona Board of Regents (ABOR) requires 45 hours of coursework per credit for college-level courses, which translate to:

- 1 credit hour=45 total hours
- 2 credit hours=90 total hours
- 3 credit hours=135 total hours
- 4 credit hours=180 total hours
- 5 credit hours=225 total hours

ASU courses range in length from 6 weeks to 15 weeks. Below is a breakdown of the 135-hour required time commitment for a three-credit course divided among weeks for courses of various lengths.

Course Length	Time on Coursework per Week for a 3-credit course	Total Time Requirement for a 3-credit Course
6 weeks	22.5 hours	135 hours
7.5 weeks	18.0 hours	135 hours
8 weeks	17.0 hours	135 hours
15 weeks	9.0 hours	135 hours

Drop and Add Dates/Withdrawals

If you are unable to take this course for any reason, be aware that there is a limited timeline to drop or add the course. Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](#), [Withdrawing as a Financial Aid Recipient](#), [Medical/Compassionate Withdrawal](#), and a [Grade of Incomplete](#).

Grade Appeals

Students must first speak with the instructor of the class to discuss any disputed grades. If, after review, a resolution is not achieved, students may proceed with the appeal process. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless whether the student is enrolled at the university. Complete details are available in the [CIS Grade Appeals policy](#).

Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see provost.asu.edu/academicintegrity.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, college, and/or dean. Academic dishonesty includes, but is not limited to, cheating on an academic evaluation or assignment, plagiarizing academic deceit (such as fabricating data or information), or falsifying academic records. Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

If you have any questions about your work and the academic integrity policy, please discuss your assignment of concerns with your instructor, teaching assistant, or your college Academic Integrity Officer in advance of submitting an assignment. Student resources on Sun Devil Integrity and strategies for completing your work with integrity and avoiding plagiarism are available here: [ASU Student Resources for Academic Integrity](#) or provost.asu.edu/academicintegrity for more information.

Harassment Prohibited

ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsions of students. Students are encouraged to report harassment to instructors and the Dean of Students Office.

Student Conduct

ASU and the College of Integrative Sciences and Arts expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy, ASU Student Academic Integrity Policy, and outlined by the Office of Student Rights & Responsibilities. Anyone in violation of these policies is subject to sanctions. Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior. The Office of Student Rights and Responsibilities accepts incident reports from students, staff, or other persons who believes that a student or a student organization may have violated the Student Code of Conduct.

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandatory reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

Student Accessibility and Inclusive Learning Services (SAILS)

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to the instructor at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from the Student Accessibility and Inclusive Learning Services is required. Disability information is confidential.

Student Accessibility and Inclusive Learning Services (<https://eoss.asu.edu/accessibility>)

Email: StudentAccessibility@asu.edu

SAILS Phone: 480.965-1234

SAILS FAX: 480.965-0441

Tutoring

Free tutoring support is available in person and online for most courses. Services are offered through SASU's University Academic Success Programs for currently enrolled students.

- Tutoring is available in math, business, science, statistics, and engineering courses.
- Writing tutoring is available for any writing project at any age stage of the writing process.
- Supplemental Instruction (SI) facilitates collaborative study groups for selected courses.
- Graduate academic tutoring is available for writing and statistics.
- Academic skills tutoring can help with critical reading, study skills, notetaking, and more.
- Resources are available through our YouTube channel, Zoom recordings, and handouts.

Visit <https://tutoring.asu.edu> or call (480) 965-9072 for more information about these services, to view our schedules, or to book an appointment.

Statement on Inclusion

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access, and have an impact on our community, state, nation, and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic, and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality, and intellectual perspective.

Mental Health

As a student, like anyone else, you may experience a range of challenges that can interfere with learning, such as sustained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, and/or lack motivation. These emotional health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same-day or future appointment to discuss any personal concern. Here is the website: eoss.asu.edu/counseling. After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling 480-921-1006.

Establishing a Safe Environment

Learning takes place best when a safe environment is established in the classroom. In accordance with SSM 104-02 of the Student Services Manual, students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others' intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not.

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has

been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

Prohibition of Commercial Notetaking Services

In accordance with ACD 304-06 Commercial Note Taking Services, written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

Course Evaluation

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available. The results are always anonymous and cannot be reviewed by the instructor/department until after final grades have been posted.

Trigger Warning

Please note that some course content may be deemed offensive by some students, although it is not my intention to offend anyone. In addition, some materials that we link with online might also be considered offensive, troubling, or difficult to review in terms of language or graphics. I attempt to provide warnings when introducing this kind of material; yet, if I forget to do so, or if something else (in my materials or posts from fellow students) seems offensive, please contact me at Caryl.Williams@asu.edu.

Academic Affairs Manual

For a complete guide to Arizona State University course policies, please refer to the Academic Affairs Manual (ACD).

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.