

Course Syllabus

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IEE 561: Production System

Course and Faculty Information

Course Description: Understanding how manufacturing facilities operate, how performance is measured, and how operational changes impact performance metrics. Operational philosophies, increasing production efficiency through quantitative methods.

Credits: 3

Prerequisites:

1. Probabilistic Modeling (IEE 385/470)
2. Deterministic Optimization (IEE 376)
3. Basic familiarity with manufacturing processes and systems is desirable.

Instructor: Melissa Heiler

Office Hours: Email to set up appointment

Contact Info: madunn@asu.edu (<mailto:madunn@asu.edu>)

Video Lecturer: Dr. Ron Askin

****While you will view Dr. Askin on the videos, all correspondence in this course will be with the instructor, Melissa Dunn. Any problems or questions you have should go to Melissa Dunn to be resolved.**

Textbook

Askin, R. & C. Standridge, Modeling and Analysis of Manufacturing Systems, John Wiley & Sons, 1993.
ISBN -10: 0-471-51418-7; ISBN-13: 978-0471514183

References

Spearman, M. and W. Hopp, Factory Physics, McGraw Hill, 2000.

Gershwin, S., Manufacturing Systems Engineering, Prentice-Hall, 1994.

Yao, D. (ed.), Stochastic Modeling & Analysis of Mfg. Systems, Springer, 1994.

Buzacott, & Shanthikumar, Stochastic Models of Mfg. Systems, Prentice-Hall, 1993.

Pochet & Wolsey, Production Planning by Mixed Integer Programming, Springer, 2006 Askin, R. G. & J.

Goldberg, Design and Analysis of Lean Production Systems, John Wiley, 2002. Gautam, N., Analysis of Queues: Methods and Applications, CRC Press, 2012.

Course Overview

The intent of this course is to develop competence in developing and applying quantitative models to improve the design and operation of modern manufacturing systems. Many of the techniques also apply to service systems that directly serve customers or perform back end business functions. The course focuses on facility logistics, namely the flow of production jobs through a manufacturing facility as materials are transformed into products. (The service system analogy is customers flowing through a service system to satisfy their needs). Emphasis is placed on understanding the principles of widely-used production control systems and on analytical models for guiding how resources (humans, machines, tools and information) should be utilized to facilitate this flow. Upon completion of this course the student should be able to select an appropriate production control system for a given production environment and apply appropriate quantitative modeling and analysis techniques to optimally design and operate that system. Stochastic and deterministic techniques will be discussed. Optimal and heuristic algorithms will be covered.

Course Time Commitment and Level of Difficulty

This three-credit course requires approximately 135+ hours of work. Please expect to spend around 9+ hours each week preparing for and actively participating in this course.

THIS IS A DIFFICULT COURSE - The number of concepts covered in this 16 week course is high. Be prepared to self-learn/teach after viewing the video lectures. The required textbook offers many examples and practice exercises to help solidify the material and concepts. Students who success/excel in this course report spending more than 9 hours per week studying/learning/completing the homework

exercises. It is expected, as a graduate level course, that you will take the initiative to self-learn each week, using the video lectures as a solid foundational starting point for each concept covered.

Learning Outcomes

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

1. Understanding of the basic physical and social laws that affect mfg. system performance.
2. Ability to design an assembly system for one or more products.
3. Ability to evaluate and exploit value of manufacturing flexibility.
4. Understanding of the impact of WIP level and buffer capacity on system performance.
5. Understanding of the basics of push and pull production control.
6. Ability to apply stochastic models to analyze a proposed open or closed production system.
7. Understanding of the impact of variability on production rate and cycle time.
8. Ability to develop an appropriate model and solution algorithm for a manufacturing system.
9. Understanding of the key principles of warehouse management.

Course Topics, Schedule & Grading

Activities used for instruction and assessment of learning include: discussion/presentations; textbook and supplemental readings; and individual activities/assignments.

A schedule of lecture topics, required reading, assignments, necessary discussions and exams are posted separately on Canvas and below. The recommended schedule and this syllabus may be subject to change with reasonable advance notice as needed.

Week	Topics	Reading
1	Introduction/Review Principles and Types of Mfg. Systems	Ch. 1
2	Principles Continued Assembly Line Balancing - Defn. & RPW	Ch. 2
3	Assembly Line Balancing - Optimization Mixed Model Sequencing	Ch. 2
4	Random Serial Systems (Transfer Lines): Without Buffers and With Buffers	Ch. 3
5	Random Serial Systems (Transfer Lines): Buffer Allocation Allocation of Work in Multistage Parallel Systems	Ch. 3 & 4

6	Lean Manufacturing Concepts and Scheduling Principles EXAM 1 - Modules 1-3 - Lectures 1-10	Ch. 4
7	JIT Kanban and Generalized Kanban Systems MRP Control Systems	Notes
8	Impact of Variability Flexible Manufacturing Systems - Loading	Ch. 5
9	BREAK - NO CLASS	
10	Group Technology - Coding Systems, Cell Formation	Ch. 6
11	Single Stage Poisson Queues Busy Periods; Priority Service	Ch. 11
12	Non-Poisson Queues Jackson Networks	Ch. 11
13	Open Model Extensions - General Service Time Closed Queueing Networks – Definition and Mean Value Analysis	Ch. 11
14	Closed Queueing Networks – Model Extensions and Generalizations EXAM 2 - Modules 4-8 - Lectures 11-24	Ch. 11
15	Facility Layout Algorithms – QAP, Planar Graphs, LP Operational Assignment/Sequencing Problems	Ch. 7 & 8
16	Warehouse Design/Management (Storage Allocation) Course Review FINAL EXAM - Cumulative (with greater emphasis on later material)	Ch. 10

Grading

Assignment	Percentage of Total Grade
Homework	5%
Midterm 1	20%
Midterm 2	20%
Final Exam	35%
Project	20%

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
E/F	Below 60%

Project - Case Study

Students will work in groups of up to four members for the project. The project to be analyzed will be provided around the midpoint of the semester. The final report must begin with a one page Summary describing the major tasks performed in the report. This should be followed by a report with sections for Introduction and Problem Statement, Extra Assumptions(if any), Problem Analysis and Discussion, Conclusions and Appendices. Detailed calculations supporting the statements in the descriptive body of the report should be cited in the text. Supporting files need to be included in the submission.

Presentation, including neatness, grammar, and coherency will be considered as well as completeness and accuracy in grading the project. It is expected that the project report will include the consideration of multiple alternatives and the results of computational models and related analysis.

Class Rules

1. Homework problems will be assigned. Homeworks will not be graded but are required and will be collected to ensure completion and gauge level of understanding. Students not demonstrating acceptable performance on homeworks will not be allowed to take the exams and may be withdrawn from the class. Students may discuss homework problems and solution methods but must work problems independently to ensure understanding. The internet and other information sources may be used for obtaining supplemental materials for reading but may not be used to find problem solutions. Grades will be awarded based on completion of the assignments. Students must complete at least 90% of the problems assigned to earn full credit for each homework assignment.
2. Exams I and II will be closed book but you are allowed one 8.5"x11" sheet of notes. Those exams will cover material covered in the corresponding section of the course. The Final Exam is comprehensive and will be open book/open notes. You will need a calculator for all exams. You may NOT preprogram any algorithms into the calculator for use in the exams or use any device with an Internet connection or camera. Grades on the exams may be curved based on the instructor's discretion regarding the relative difficulty of the exam and performance of the class.

3. Makeup exams will not be given. Students unable to take an exam must have an authorized excuse and receive prior permission from the instructor. The final exam grade will replace the missed exam score.

4. Students are responsible for all material presented in class and in the reading assignments. All material covered in the assigned sections of the textbook or supplemental reading assignments, included in homework assignments, or discussed in class is fair game for the exams.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. There is no curving in class or exams. The course grade will be guaranteed based upon the total points each individual student achieves in the following categories. Be assured that no one with an average lower than your average received a higher grade!

There will be no make-up or extra opportunities to collect points. Not attempted and not completed assignments, quizzes or exams can't be completed all together at the end of the semester (no last-minute submissions for the past due assignments). If you have a concern with your grade for whatever reason, you must be concerned about it starting from the beginning of the semester. No late work is accepted in this course. **DO NOT EMAIL ME YOUR LATE WORK - IT WILL NOT BE GRADED UNDER ANY CIRCUMSTANCE.**

Extra credit work is not available in this class. There may be built-in extra credit in exams and assignments if you opt to attempt those questions and points, but they are not guaranteed. If you need an honors contract, communicate early in the semester, there might be some opportunities. If you dispute the grading of your work, you will have three calendar days after graded work is returned to request a review. When your request is received, a meeting will be scheduled if needed. No review can be done after the three calendar days pass, so plan accordingly. There is no review or taking the exams after the due date as correct answers will already be published. Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal further. However, the instructor maintains discretion over final grades. If a student disagrees with the grading, that student has the right to confer with the TA/grader or instructor before the conclusion of the next class period after the initial grade is recorded to discuss concerns.

Important Note about Grading Disputes: According to the academic integrity code, it is an academic violation to bring up the impact of a course grade on your enrollment status, graduation, scholarships, job prospects, etc. as an explicit or implicit, direct or indirect, written or spoken attempt to influence a change in announced grade. Therefore, you are strongly advised against approaching me or the course TA/grader (if applicable) with grading disputes that are unrelated to actual academic achievement, as such incidents will be forced to report these occurrences as potential academic code violations. Do not contact (verbal or email), direct or indirect) instructor for any grade or point bumps at the end of the semester, this is a serious academic integrity violation. This behavior will be reported.

You are guaranteed a course grade per the following: (EU, EN and Academic Integrity Violation grades are considered and evaluated case by case).

"Y" grades are not an option for this class, unless an ASU policy requiring this option is provided by the Provost's Office to ASU faculty this semester. If you are falling behind in the class due to medical issues or personal issues, please contact your advisor and the instructor. An "I" grade (Incomplete) might be provided. This grade will be changed to a letter grade when the missing work is completed per the agreement with the instructor.

Grade Appeals

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the [University Policy for Student Appeal Procedures on Grades \(https://catalog.asu.edu/appeal\)](https://catalog.asu.edu/appeal).

Exam Proctoring

In accordance with the Provost's announcement on April 1st, 2020 regarding remote learning for summer sessions, the face-to-face exams originally scheduled for the hybrid course (campus-based students) will be delivered online.

This course uses online proctoring for exams. Online proctoring records both your computer screen activity and the physical room environment in order to mimic in-person proctoring conditions. The recordings are captured to help ensure academic integrity. Online proctoring records your face, your computer screen activity and your physical room environment in order to mimic in-person proctoring conditions. The recordings are captured to help ensure academic integrity. The proctoring service will flag your exam if suspicious activity is detected or if exam rules are broken. These recordings will be reviewed for exam rule compliance and academic integrity. Noncompliance with exam rules and regulations may result in exam grade deductions (e.g., 10% penalty per rule broken). You have to get familiar and have the necessary hardware, software and preparation for the exams with the proctoring service. Here are some basic rules and additional specific rules will be communicated prior to exams;

- You may use your own handwritten one-page (standard 8.5x11) reference sheet
- You must have a photo ID. Get an ASU Sun Card if you don't have one:
<https://cfo.asu.edu/cardservices-suncard>
- You must have a roster photo uploaded to ASU
- Your face and eyes must be on camera at all times
- You must do a complete and thorough 360 degree room scan, inclusive of all exam materials on the desk, the floor, the whole exam environment
- You must be alone in the room, no one must come into room during the exam
- You must have a calculator (if necessary) You may not use a TI-Nspire
- You may not use your cell phones. It must be in another room. If a phone vibration/ring can be heard in your proctored video, this may result in a grade penalty

- You may not leave the room
- You may not be on-line on any other devices
- You may not have any windows open other than the exam window
- You may not wear a watch of any kind. The exam has a timer that is visible.
- You may not discuss the exam with any other student while the exam is open/live
- You may not post exam questions anywhere online, in text messages, or reproduce the exam questions in any way at any time, even after the exam closes.
- You may not take photos or screen shots of any portion of any exam at any time, even after it closes. You will be able to see the full questions when the exam closes.
- The exams, Quizzes and any assignments are the property of Arizona State University (ASU). It can NOT be copied or distributed or sold. No Screen Shots. Do not give it to a friend. Do not upload it to any internet site.

If any of the above musts are violated, you will receive a grade penalty or a zero on the exam. Should any of the above may nots occur, you will receive a zero on the exam and be reported to Academic Integrity Officer (AIO) for an academic integrity violation with the recommendation that your final course grade be lowered a full letter grade. Additionally, you may be suspended or expelled from ASU. After that moment, the process is not run by the instructor. Academic integrity is taken very seriously by both faculty, administration and leadership.

To help ensure that everything will function properly, you must complete a practice exam before the first exam. Additional information about the online proctoring service is posted with class materials. If you need assistance, contact the ASU Help Desk for assistance: access 24/7 live chat, create a case from your My ASU Service Center, or call 855-278-5080. More details are posted in course Canvas site.

To help ensure that everything will function properly, you must complete a practice exam before the first exam. Additional information about the online proctoring service is posted with class materials. If you need assistance, contact the ASU Help Desk for assistance: access 24/7 live chat, create a case from your My ASU Service Center, or call 855 278 5080.

Students enrolled in the on-campus section are expected to take the exams in designated classroom. On-campus students not in attendance during an in-class exam will receive a 0 for that exam unless a prior excuse has been approved or a doctor's note showing a specific ailment that prevented attending class is presented to the instructor within one week of the exam.

Exam Instructions

There are pre-exam preparations that apply to every online exam. In addition, there will be exam-specific instructions for each exam that address exam time, permissible materials, and other exam information. Exam instructions will include, but not be limited to:

- You must have an approved photo on file to confirm your identity.
- You must complete a room scan of your testing area that shows the entire work environment.

Otherwise you will be in violation of the exam instructions, and you may also be in violation of ASU's

Student Academic Integrity Policy. Exam points may be deducted for violating exam instructions.

- You must not have access to a cell phone, smart watch, TI-Nspire calculator, or other internet-capable device during the exam. If a cell phone, smart watch, TI-Nspire calculator, or other internet-capable device is seen out in any way or is accessible during an exam, you will be in violation of the exam instructions, and you may also be in violation of ASU's Student Academic Integrity Policy. 10% Exam points may be deducted for violating exam instructions.

Communicating with the Instructor

This course uses the discussion board for general questions about the course. Prior to posting a question, please check the syllabus, announcements, and existing posts. If you do not find an answer, post your question. 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.

ASU e-mail is an official means of communication among ASU's students, faculty, and staff (refer to SSM 107-03). Students are expected to ensure that e-mail is accessed, read, and acted upon in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned e-mail on a regular basis. You **MUST** send all email from your official ASU email account. Emails not sent from that account will be filtered and ignored. I do not respond to messages sent through Canvas Inbox or a personal email account (like iCloud, Gmail, yahoo and all others). All instructor correspondence is sent to your ASU email account. If you have it forwarded elsewhere, you may miss important information. Not forwarding your ASU email at the first place is highly suggested. Always include the e-mail subject line such that it facilitates the process. One such example can be "IEE XXX" followed by a descriptive subject line (e.g., "IEE XXX question about the homework 1"). Emails not sent with "IEE XXX" in the subject line will be filtered and ignored. Expect a response in the second business day after the day you emailed. If you do not receive any response, kindly follow up. If you think the concern is time sensitive (meaning it can't wait until the second business day), start your subject with phrase "URGENT". Do not expect email responses over the weekend.

Course Canvas Inbox, SpeedGrader Comments section and platforms like Yellow Dig are not a way of communication with the instructor in this course for urgent and important matters.

Late or Missed Assignments

Exam dates are on the schedule in Canvas. No late submissions for exams. Follow up on the most current announcements. The opportunity for a make-up exam will be available in the following situations: [all needs documentation, an email from the student is not an official documentation].

1. Required class absence due to university-sanctioned activities (refer to ACD 304-02). It is your responsibility to notify the Instructor early in the semester about the need to be absent from class due to participation in a university-sanctioned activity.
2. Religious observance (refer to ACD 304-04). It is your responsibility to notify the Instructor at the beginning of the semester about the need to be absent from class due to a religious observance.

3. The death of an immediate family member, accident, or other emergency. Please work with Student Advocacy and Assistance (<https://eoss.asu.edu/dos/srr/StudentAdvocacyandAssistance>) for guidance. Once I receive notification from Student Advocacy and Assistance, you will have the opportunity for a make-up.
4. Military deployment or other military service that prohibits taking the exam. Excused absences related to missed class due to military line-of-duty activities that are in accord with ACD 304–11, “Missed Class Due to Military Line-of-Duty Activities,” and SSM 201–18, “Accommodating Active Duty Military”

You must provide verifiable documentation for all of the above situations. For 1 and 2, it is your responsibility to notify me at the beginning of the semester if you have any of these events. For 3, work with Student Advocacy and Assistance for documentation; this will simplify communication with all your faculty. For 4, let us plan when you first learn about it, and let us have a contingency plan but before the deployment a documentation is still needed. Work with your official commanding officer and Student Advocacy and Assistance for documentation. If you are unable to take an exam or quiz due to illness, you must (a) inform me in email the instructor before the exam window opens. (b) produce an authorized, verifiable doctor's excuse within 3 days of the missed exam. If (a) and (b) are in compliance, your final exam score will replace the missed exam score, or the next quiz score will replace the one missed due to illness. If you miss an exam for a non-emergency situation, you will receive a score of “0” for that exam. Students who are very ill and unable to attend an exam, or on a date when a printed assignment must be turned in to me on the due date must notify me by with an email prior to the due date, and provide a doctor's note with signature from the ASU Health Clinic or a licensed MD doctor (no nurse practitioners). If approved, I may weigh the final exam as stated above for the missed work.

If you do not take the Final Exam, you will receive a course grade of “E.” In order to pass this course, you must take all exams.

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and the assignment will not be submitted on time. Published assignment due dates (Arizona Mountain Standard time) are firm. Please follow the appropriate University policies to request an [accommodation for religious practices \(http://www.asu.edu/aad/manuals/acd/acd304-04.html\)](http://www.asu.edu/aad/manuals/acd/acd304-04.html) or to accommodate a missed assignment [due to University-sanctioned activities \(http://www.asu.edu/aad/manuals/acd/acd304-02.html\)](http://www.asu.edu/aad/manuals/acd/acd304-02.html). No late work is accepted or graded. Late work/missed submissions receive a score of 0.

Excused absences for classes will be given without penalty to the grade in the case of (1) a university-sanctioned event [ACD 304-02];(2) religious holidays[ACD 304-04];a list of religious holidays can be found here <https://eoss.asu.edu/cora/holidays>;(3) work performed in the line-of-duty according[SSM 201-18]. Students who request an excused absences must follow the policy/procedure guidelines. Excused absences do not relieve students of responsibility for any part of the course work required during the period of absence.

Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted to the designated area in the Canvas system. Do not submit an assignment/exam via email; it will not be accepted or graded.

Calculators

We will do computations on a calculator. You will need a calculator for exams. Most students use a TI-83, 84 or 89 but any calculator with financial functions is sufficient. You may not use a TI-Nspire or an internet-capable calculator during exams in this course. If you do, you will receive a score of 0 on that exam, and you may be reported for an academic integrity violation.

Required: Approved Photo on File

Arizona State University requires each enrolled student and university employee to have on file with ASU a current photo that meets ASU's requirements (your "Photo"). ASU uses your Photo to identify you, as necessary, to provide you educational and related services as an enrolled student at ASU. If you do not have an acceptable Photo on file with ASU, or if you do not consent to the use of your Photo, your access to ASU resources, including access to classes (online or in person) may be negatively affected or denied.

Online students must have an approved photo on file with Sun Devil Card Services (additional information at "ID photos for ASU Online students").

This university requirement supports academic integrity. The photo ID that you provide for exams will be compared with the photo on file. You will receive a "0" for all exams taken without a photo on file. The first exam comes quickly, so you should start the process immediately.

Online Course

This is an online course. There are no face-to-face meetings. All course materials will be posted on the Canvas site for this class. You are mandated to complete the Welcome Link modules first to be able to unlock the course modules. Your ASU courses can be accessed by my.asu.edu; bookmark both in the event that one site is down. You are going to have access to course Canvas Site by the close of business on the first day of the classes officially starts. All lecture slides, readings, homework, class schedules, and other items will be posted there.

Academic Integrity and Code of Conduct

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 <http://provost.asu.edu/academicintegrity> (<http://provost.asu.edu/academicintegrity>). Additionally, required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures](http://www.asu.edu/aad/manuals/ssm/ssm104-01.html) (<http://www.asu.edu/aad/manuals/ssm/ssm104-01.html>), [Computer, Internet, and Electronic](#)

Communications policy (<http://www.asu.edu/aad/manuals/acd/acd125.html>), and outlined by the **Office of Student Rights & Responsibilities** (<https://students.asu.edu/srr>). Anyone in violation of these policies is subject to sanctions.

Students are entitled to receive instruction free from interference

(<http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>) 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** (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>).

Appropriate online behavior (also known as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

The Office of Student Rights and Responsibilities accepts **incident reports** (<https://students.asu.edu/srr/report>) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

The following items are for the exclusive use of the student registered for the course and may not be posted, sold or distributed in any manner without the written permission of the instructor:

- Slides presented in class or posted on the course site;
- Handouts distributed in class or posted online;
- Homework assignments and exams;
- Notes taken by the student based on class presentations, posted material or handouts.
- Exam questions and solutions.

(Note this policy conforms to the university Academic Affairs Manual section ACD 304-06). Violators will be subject to punishment as an academic integrity violation.

The instructor reserves the right to modify the syllabus during the semester. Major changes will be announced in class.

Students in this class are expected to acknowledge and embrace the FSE student professionalism expectation located at: <https://engineering.asu.edu/professionalism/>

All work submitted for the course cannot have been submitted for any other course or any previous section of this same course. Student academic integrity violations are reported to the Fulton Schools of Engineering Academic Integrity Office (AIO). Withdrawing from this course will not absolve you of responsibility for an academic integrity violation and any sanctions that are applied. The AIO maintains a record of all violations and has access to academic integrity violations committed in all other ASU college/schools.

Unless explicitly allowed by your instructor, the use of generative AI tools on any course assignment or exam will be considered academic dishonesty and a violation of the ASU Academic Integrity Policy.

Students confirmed to be engaging in non-allowable use of generative AI will be sanctioned according to the academic integrity policy and FSE sanctioning guidelines.

ASU “Two Strike” Policy

ASU tracks Academic Integrity issues across the campuses. So, one strike in English and another in IE and you will be asked to depart from the College of Engineering for at least a year.

Examples of activities permitted in this course:

- You may and should work with other students in person and on peer platforms to do the homework problems.
- You may post your individual homework problem statement on peer platforms.

Examples of activities forbidden in in this course:

- You may not use Chegg.com, CourseHero.com or any similar resource to find answers or solutions to any class work: homework, quizzes, or exams.
- You may not simply copy your friends' answers to homework problems.
- You may not collaborate with another person(s) on concept quizzes, including sharing questions and/or answers while the quiz is available in Canvas (i.e., the “open” time window).
- You may not collaborate with another person(s) on exams, including sharing questions and/or answers while the exam is available in Canvas (i.e., the “open” time window).
- You may not have another person do any part of any homework, quiz or exam for you.
- You may not post course content to Chegg.com, CourseHero.com or a similar web site.

If you do any of the forbidden activities above:

- You will be reported to the Dean's office for an academic integrity violation.
- The recommended sanctions will be a zero on the work item AND one full letter grade reduction for your final course grade.

The list of forbidden activities above is not comprehensive. If you are not sure whether something you are doing violates ASU's Academic Integrity Policy, ask the Instructor. Unless specifically permitted above, an activity or resource is forbidden until the Instructor says it is permitted.

Student Copyright Responsibilities

You 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 student first complies with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

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 recording of class sessions by students is

prohibited, except as part of an accommodation approved by the Disability Resource Center. (see ACD 304–06, “Commercial Note Taking Services” and ABOR Policy 5-308 F.14 for more information).

Prohibition of Commercial Note Taking Services

In accordance with [**ACD 304-06 Commercial Note Taking Services**](http://www.asu.edu/aad/manuals/acd/acd304-06.html) (<http://www.asu.edu/aad/manuals/acd/acd304-06.html>), 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 notetaker'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.

Policy Against Threatening Behavior

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services (see SSM 104-02). Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime. 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.

Disability Accommodations

Suitable accommodations will be made for students having disabilities. Students needing accommodations must register with the ASU Student Accessibility and Inclusive Learning Services (SAILS) and provide documentation of that registration to the Instructor. Students should communicate the need for an accommodation in sufficient time for it to be properly arranged. Campus-specific location and contact information, as well as information on eligibility and documentation policies, can be found at the <https://eoss.asu.edu/drc/s>

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Qualified students with disabilities may be eligible to receive academic support

services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact the DRC by going to <https://eoss.asu.edu/drc>, calling (480) 965-1234 or emailing DRC@asu.edu. See ACD 304-08 Classroom and Testing Accommodations for Students with Disabilities.

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. Please remember to check your ASU email and the course site often.

Computer Requirements

This course requires a computer with Internet access and the following:

- Web browsers (**Chrome** (<https://www.google.com/chrome>), **Mozilla Firefox** (<http://www.mozilla.org/en-US/firefox/new/>), or **Safari** (<http://www.apple.com/safari/>))
- **Adobe Acrobat Reader** (<http://get.adobe.com/reader/>) (free)
- Microphone and speaker

Student Success

This is an online course. To be successful:

- check the course daily
- read 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

Title IX

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

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> (<https://sexualviolenceprevention.asu.edu/faqs>).

As a mandated 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> (<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> (<https://goto.asuonline.asu.edu/success/online-resources.html>).

CIDSE Undergraduate Instructional Concerns Process

CIDSE has outlined the process to be followed to address instructional concerns and course-related complaints. Please refer to the guidelines posted at the CIDSE website: Undergraduate-Instructional-Concerns Academic Integrity and Copyright Laws.

Help

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at +1-(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.