SYLLABUS
PHYS 3410/6750 SECTION 002 – FOUNDATIONS OF MODERN OPTICS
   (LABORATORY PORTION)

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INSTRUCTOR

Instructor: Gernot Laicher (he)
Department: Physics & Astronomy
Office: PHYS 410
Communication & Office Hours: Review the “Communication” section below for more information.

CHANGES TO SYLLABUS

This syllabus is not a contract. It is meant to serve as an outline and guide for your course. Due to the evolving situation with Covid-19, there may be significant changes to this syllabus on short notice. If you are enrolled in this course, you will be notified of any changes to this syllabus on the Canvas site of this course.

COURSE DESCRIPTION

Overview

Course: PHYS 3410/6750 Section 002 (Laboratory Portion)
Department: Physics & Astronomy

Prerequisites: C- or better (((PHYS 2220 OR PHYS 3220) OR AP Physics C E&M score of 4+) AND (MATH 1320 OR MATH 1321 OR MATH 2210 OR MATH 1260)).

Credit Hours: 4 (for entire course)
Semester: Fall 2020
Description: The laboratory part of Physics 3410/6750 is intended as a practical extension to the lecture part of this class. No significant prior knowledge of optics is assumed. The laboratory will begin with basic optics concepts and continue into more advanced topics. This laboratory will utilize both actual equipment to perform optics experiment, and simulation software to create ray traces and visualize phenomena of physical optics.

Course Details

Course Type: In Person
Location: PHYS 305
Meeting Times: Tuesdays 2:00pm-6:00pm
Mandatory In-Person Attendance: Given the nature of this course, attendance is required and adjustments cannot be granted to allow non-attendance. However, if you need to seek an ADA accommodation to request an exception to this attendance policy due to a disability, please contact the Center for Disability and Access (CDA). CDA will work with us to determine what, if any, ADA accommodations are reasonable and appropriate. Please do not come to the lab if you are experiencing COVID-19 symptoms. Remember to maintain social distancing at all times.

Attendance & Punctuality: Students are expected to be available for in-person lab activities and/or remote participation (zoom) during their scheduled 3 hour laboratory section period. Due to COVID-19 distancing rules, in-person lab activities will be limited to 10 students at a time. Each group will choose one group member to come to the lab and perform the lab activity. The other group members are expected to be in contact (zoom) with the in-lab group member and participate remotely. The in-lab participation should rotate between group members from week to week. For some shorter labs, 2 or 3 students from a group could possibly do the lab activity in succession. Students who are experiencing COVID-19 symptoms should not come to the lab to do in-lab activities and should only participate remotely.

COVID-19 Considerations:
- Students must self-report if they test positive for COVID-19 via coronavirus.utah.edu.
- Please do not come to class if you are experiencing COVID-19 symptoms. Remember to maintain social distancing at all times. Face coverings are required for students and faculty. Based on CDC guidelines, the university requires everyone to wear face coverings in shared public spaces on campus, including our classroom. As a reminder, when I wear a face covering, I am protecting you. When you wear a face covering, you are protecting me and all of your classmates. If you forget your face covering, I will ask you to leave class to retrieve it. If you repeatedly fail to wear a face covering in class, I will refer you to the Dean of Students for a possible violation of the Student Code. Note that some students may qualify for accommodations through the Americans with Disabilities Act (ADA). If you think you meet these criteria and desire an exception to the face covering policy, contact the Center for Disability and Access (CDA). Accommodations should be obtained prior to the first day of class so that I am notified by CDA of any students who are not required to wear a face covering.
- Please note that face shields alone are not an acceptable form of face covering unless also worn with a covering or mask for the nose and mouth. Students are reminded to practice appropriate personal hygiene to reduce transmission of the virus. Students are encouraged to wash their hands, use hand sanitizer and clean their desks with wipes, which will be available at classroom entrances and at "sanitizing stations" in multi-use buildings, including Marriott Library. Read more information about the building cleaning schedule on coronavirus.utah.edu.
- Students in instructional laboratories must wear safety glasses in addition to a face covering.
- Students should sanitize laboratory workstations before beginning work.
- Movement in and out of lab to obtain materials or equipment should be minimized during the activity. All needed materials will be available in the room at the beginning of the period.
- Gloves and sanitizers will be provided in every laboratory.
- Disposable face coverings will be available if the laboratory involves use of hazardous materials.
- If a student or instructor tests positive for COVID-19, the experiential education space and any associated equipment will be sanitized.

Course Materials / Technical Requirements

Materials required for this course are:
- **Instructional material** will be provided through Canvas.
- We will use a free online ray tracing software, an installable free ray tracing software, and a semi-commercial ray tracing software (Zeemax) which will be provided free of charge to this class. Information about software will be provided on Canvas.
- Having access to MatLab, Python, or similar can be useful, but is not required for this course.
Webcam & microphone

Technical requirements:
- Students are expected to be computer literate and Canvas and zoom navigation skills are expected. Knowledge and navigation of canvas and zoom is critical to access all features and resources of this course.
- It is recommended to bring a laptop or tablet computer to the lab session.

Communication

Please review the communication methods and requirements for this course:

Preferred Contact Methods:
- The easiest way to contact your instructor directly is to use the Inbox, located in the far left Canvas menu.

You can also contact your instructor in the following ways:

- Email: gernot@physics.utah.edu
- Phone (office): 801-585-5553 (has no answering machine, and no texting is possible)

Office Hours:
The instructor will hold "office" hours (they will actually be either through "Zoom" or "ConnexEd" according to the following schedule:

- Day(s): TBA
- Time(s): TBA
- By appointment

Virtual Meeting Rooms: TBA

General Course Communication:

- All course materials, such as lecture slides, assignments, solutions, grades, etc. will be posted on the Course Canvas site. Class announcements will be done via email through the Canvas server. You will be responsible for any information contained in them as well as the information announced in class.
- It is your responsibility to also regularly check your Umail (make sure you set up forwarding if you do not check it regularly). Your Umail is the only way for me to communicate privately with you, there will be occasions during the semester that we may need to reach out to you individually (e.g. regarding a grade or assignment) and it is in your best interest to respond promptly.
- Feel free to contact me by email for questions at gernot@physics.utah.edu. I will do my best to answer emails promptly. I would like to encourage you to email me only if it is something personal that requires individual attention. If, instead, you have questions about logistics of the class, course material and assignments, and anything else your classmates may wonder about as well, please post a question on the Discussions Board instead. This way the information is shared quickly to the entire class, and each of you can benefit from seeing other classmates’ questions.
- I will always do my best to ensure the communication relevant to the course is clear and transparent, it is your responsibility as well to keep yourself updated by regularly checking the announcements on Canvas, your Umail, the posts on the Discussions Board, and to pay attention to the announcements given in class and Discussion Section.
Content Overview

The laboratory part of Physics 3410/6750 is intended as a practical extension to the lecture part of this class. No significant prior knowledge of optics is assumed. The laboratory will begin with basic optics concepts and continue into more advanced topics. This laboratory will utilize both actual equipment to perform optics experiment, and simulation software to create ray traces and visualize phenomena of physical optics.

Course Expected Learning Outcomes

At the end of this course, students should be able to:

- Use simulation software to perform ray tracing for lens and mirror systems.
- Have practical experience using lens systems, light sources, polarizers, wave plates, diffracting elements, and interferometers.
- Understand the properties and functions of these optical elements
- Perform measurements, assess uncertainty, critically understand and process data, and present results in an organized and clear report.

Course Design

PHYS 3410/6750 is a laboratory course and under normal circumstances would require a weekly 4 hour period in the laboratory for all students. However, due to distancing rules, and due to the mandatory online weeks implemented for the Fall 2020 semester, the in-lab experience will be modified. Greater emphasis will be put on simulations in pre-lab activities and the in-lab activities will be done in an efficient and condensed way to minimize time spent in the lab room and thus minimize transmission risk for COVID-19. Depending on the number of students in the class, the in-lab time may be split into two 2 hour sessions with 50% of the class attending the first, and 50% of the class attending the second 2 hour period. If enrollment is low enough, the entire class may be allowed in the lab room at the same time. The prelab activities will consist mainly of simulations to give the students a clearer understanding of what to expect in the lab room. This will allow us to focus in the lab more on the visual verification of what the simulation predicted.

A typical week in PHYS3410/6750 lab will consist of several activities:

1. **Prelab/Remote activities**: For each prelab a module will be on Canvas consisting of material to be learned. The material will be relevant to the upcoming lab activity. We are using written documents, prepared videos, and some links to external material on the internet to present the material. We will often use simulation software in these activities. There will be graded assignments and quizzes for the prelab activities to assess learning. Prelabs have to be completed before the lab activity associated with them.

2. **Laboratory Instruction**: In normal circumstances, the instructor will begin the laboratory session with an introductory to the topic and with practical suggestions for the performing of the lab activity. Due to the risk of infection, we will attempt to move as much as possible of this type of instruction to be accessible remotely and watched prior to the lab period. We are trying to minimize time spent in the lab room.

3. **Activities during scheduled class-section time**: In class activities will be strongly prepared and preceded by the related prelab activities. Thus, the student will already come to the lab well prepared, with a clear understanding of the expected optical effects. Observation is emphasized in the in-lab portion of the lab. Data evaluation and report writing will take place after the student has left the lab to minimize in-lab time for health reasons.

4. **Finalizing the report**: Students will have time to finalize and submit their lab report until the day before the next lab period. They will have assistance available during the week through zoom help hours by the instructor.
Class Schedule and Important Dates

**Mandatory Online Instruction Periods:**
The current fall schedule mandates that all courses will be online from September 28th - October 10th (2 week period) and also November 30th – December 3rd (week after Thanksgiving).
During the period from September 28th - October 10th (2 week period) we will rely on software simulations. We plan to complete all in-lab measurements before Thanksgiving and can thus dedicate the partial week after Thanksgiving to completion of lab reports.

**Exam Dates:** PHYS 3410/6750 Section 002 has no formal midterm or final exams. The scores from the lab section of this course will become part of the final score of PHYS 3410/6750.

**Official Drop/Withdraw Dates:** The last day to drop classes is Friday, September 4th; the last day to withdraw from this class is Friday, October 16th. Please check the academic calendar for more information pertaining to dropping and withdrawing from a course. Withdrawing from a course and other matters of registration are the student’s responsibility.

**Holidays:** There will be no class on Monday, September 7 (Labor Day) and November 26-29 (Thanksgiving break).

### PHYS 3410/6750 Section 002 Lab Schedule Fall 2020

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/25/2020</td>
<td>Orientation Meeting <em>(Remote)</em></td>
</tr>
<tr>
<td>9/1/2020</td>
<td><strong>Unit 1: Reflection, Refraction, Prism</strong></td>
</tr>
<tr>
<td></td>
<td>Prelab 1 - due 8/31/2020 11:59pm <em>(Remote)</em></td>
</tr>
<tr>
<td></td>
<td>Lab 1 - due 9/7/2020 11:59pm</td>
</tr>
<tr>
<td>9/8/2020</td>
<td><strong>Unit 2: Reflection and Refraction at Spherical Interfaces</strong></td>
</tr>
<tr>
<td></td>
<td>Prelab 2 - due 9/7/2020 11:59pm <em>(Remote)</em></td>
</tr>
<tr>
<td></td>
<td>Lab 2 - due 9/14/2020 11:59pm</td>
</tr>
<tr>
<td>9/15/2020</td>
<td><strong>Unit 3: Experiments with the Telemicroscope</strong></td>
</tr>
<tr>
<td></td>
<td>Prelab 3 - due 9/14/2020 11:59pm <em>(Remote)</em></td>
</tr>
<tr>
<td></td>
<td>Lab 3 - due 9/21/2020 11:59pm</td>
</tr>
<tr>
<td>9/22/2020</td>
<td><strong>Unit 4: Imaging with Single Lens, Depth of Field, Autocollimation Method, Spherical Aberration, Total Internal Reflection (Abbes' Method)</strong></td>
</tr>
<tr>
<td></td>
<td>Prelab 4 - due 9/21/2020 11:59pm <em>(Remote)</em></td>
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<tr>
<td></td>
<td>Lab 4 - due 9/28/2020 11:59pm</td>
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<tr>
<td>9/29/2020</td>
<td><strong>Unit 5: TBA</strong></td>
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<tr>
<td></td>
<td>Lab 5 - Simulations - due 10/5/2020 11:59pm <em>(Remote)</em></td>
</tr>
<tr>
<td>Tuesday</td>
<td>Activity</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10/6/2020</td>
<td>Unit 6: TBA&lt;br&gt;Lab 6 - Simulations - due 10/12/2020 11:59pm <em>(Remote)</em></td>
</tr>
<tr>
<td>10/13/2020</td>
<td>Unit 7: Dichroic Absorption, Polarization by Reflection, Polarization from Scattering&lt;br&gt;Prelab 7 - due 10/12/2020 11:59pm <em>(Remote)</em>&lt;br&gt;Lab 7 - due 10/19/2020 11:59pm</td>
</tr>
<tr>
<td>10/20/2020</td>
<td>Unit 8: Birefringence, Optical Retardation, Circularly Polarized Light, Optical Activity&lt;br&gt;Prelab 8 - due 10/19/2020 11:59pm <em>(Remote)</em>&lt;br&gt;Lab 8 - due 10/26/2020 11:59pm</td>
</tr>
<tr>
<td>12/1/2020</td>
<td>No Lab after Thanksgiving</td>
</tr>
</tbody>
</table>
Evaluation

Your performance in the laboratory portion of this class will be evaluated by:

- Submitted Prelab assignments.
- Submitted lab reports.

There is no midterm or final exam for the laboratory portion of this class.

COURSE POLICIES

Submitting Assignments

- All assignments, unless otherwise announced, must be submitted to the designated area of Canvas. Do not submit assignments via email.
- The due date for Prelabs is at 11:59pm on the day before the lab activity (Monday).
- The due date for lab report is at 11:59pm on the day before the following lab activity (Monday).

Late Assignments

- Usually, it is still possible to turn in assignments after the due date, but deductions may apply. Generally, an assignment which is a day late will have a 20% deduction in points for each day late. Partial days are rounded up, meaning an assignment, which is 2 hours late will be considered 1 day late. An assignment 25 hours late is considered 2 days late, etc. There is also a cutoff date after which the assignment is no longer open for submission.

Grading

For the LABORATORY PORTION of Physics 3410 and 6750 you will engage in 13 lab units. Most of these will have a remote portion (activities performed at home before the scheduled in-lab section) and an in-lab portion. The remote portion will require online graded submissions of quizzes and assignments. The in-lab section will require experimentation with actual equipment and you will be asked to submit assignments and/or lab reports after the in-lab section. These submissions will also be graded. Lab units do not all receive the same number of points – that will depend on the difficulty and required effort. Your total lab score will be calculated as a percentage of total points possible.

There is no separate laboratory letter grade assigned at the end of the semester. Instead, the laboratory performance will be included in the final grade assigned for Physics 3410/6750. Typically, the laboratory portion contributes 50% to the final grade, while the other 50% are from the lecture portion of the course, which is typically computed from homework scores as well as midterm and final exam scores.

- Physics 3410/6750 are graded courses with letter grades A, B, C, D, or E assigned at the end of the course.
- Section 002 (the lab section) will not receive a separate grade from section 001 (lecture). Instead, the scores from section 002 will be integrated into the final score in the course.
- Performance in the lab (section 002) will count 50% towards the final grade in 3410/6750. The other 50% will be based on homework and exam scores etc. in section 001 (lecture part).
- For each lab activity, part of the score will be assigned to the online/prelab activities and part will be assigned to the report from the in-lab activities. Some parts of these reports may need to contain associated results from the prelab activities.

Accommodations

DISCLAIMER
Accommodations will be considered on an individual basis and may require documentation.

Please contact your instructor and/or teaching assistant as soon as possible (preferably shortly before the semester begins) to request accommodations of any kind.

UNIVERSITY SPONSORED ACTIVITIES

Labs which were missed due to participation in University-sponsored activities (e.g., if you are a member of a University athletic team and had to be at a competition during your lab time) can all be made up per university policy. Please contact the lab instructor in such circumstances and provide him with advance notice (at least 1 week in advance) of your absence so that proper arrangements for making up the missed lab can be made.

EXTREME PERSONAL CIRCUMSTANCES

Please contact your instructor as soon as possible if an extreme personal circumstance (hospitalization, death of a close relative, natural disaster, etc.) is interfering with your ability to complete your work.

RELIGIOUS PRACTICE

To request an accommodation for religious practices, contact your instructor at the beginning of the semester.

ACTIVE DUTY MILITARY

If you are student on active duty with the military and experience issues that prevent you from participating in the course because of deployment or service responsibilities, contact your instructor as soon as possible to discuss appropriate accommodations.

DISABILITY ACCESS

All written information in this course can be made available in an alternative format with prior notification to the Center for Disability Services (CDS). CDS will work with you and the instructor to make arrangements for accommodations. Prior notice is appreciated. To read the full accommodations policy for the University of Utah, please see Section Q of the Instruction & Evaluation regulations.

If you will need accommodations in this class, contact:

Center for Disability Services
801-581-5020
disability.utah.edu
162 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Changes to Syllabus

This syllabus is not a contract. It is meant to serve as an outline and guide for your course. Due to the evolving situation with Covid-19, there may be significant changes to this syllabus on short notice. If you are enrolled in this course, you will be notified of any changes to this syllabus on the Canvas site of this course.
Laboratory Safety

- Follow all safety instructions provided on Canvas or communicated by the instructor/TA in class. Closed shoes are highly recommended. We do not use aggressive chemicals in this lab, but you will be handling equipment (such as metal masses), which could potentially injure your feet if dropped on them.
- It is not safe to consume food or drinks in laboratories due to the presence of substances in labs which may not be safe when ingested. Potentially harmful substances may be on your hands, be then transferred to your food and thus be unknowingly ingested. If hunger or thirst occurs during the laboratory class, please seek out a restroom, wash your hands thoroughly, and then consume food/drink outside of the lab room in an appropriate location. This policy is especially pertinent due to the potential additional presence of COVID-19 viruses on surfaces/hands.

Academic Code of Conduct

Students are encouraged to review the Student Code for the University of Utah: https://regulations.utah.edu/academics/6-400.php. In order to ensure that the highest standards of academic conduct are promoted and supported at the University, students must adhere to generally accepted standards of academic honesty, including but not limited to refraining from cheating, plagiarizing, research misconduct, misrepresenting one's work, and/or inappropriately collaborating. A student who engages in academic misconduct as defined in Part I.B. may be subject to academic sanctions including but not limited to a grade reduction, failing grade, probation, suspension or dismissal from the program or the University, or revocation of the student's degree or certificate. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

Additional Policies and Resources

Inclusivity

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: Age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, ethnicity, religion, sexual orientation, culture, veteran status, and other unique identities. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Discrimination and Harassment

If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or Office of the Dean of Students, 270 Union Building, 801-581-7066. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS). Please see Student Bill of Rights, section E http://regulations.utah.edu/academics/6-400.php. I will listen and believe you if someone is threatening you.

Names/Pronouns

Canvas allows students to change the name that is displayed AND allows them to add their pronouns to their Canvas name. Class rosters are provided to the instructor with the student’s legal name as well as “Preferred first name” (if previously entered by you in the Student Profile section of your CIS account, which managed can be managed at any time). While CIS refers to this as merely a preference, I will honor you by referring to you with the name and pronoun that
feels best for you in class or on assignments. Please advise me of any name or pronoun changes so I can help create a learning environment in which you, your name, and your pronoun are respected. If you need any assistance or support, please reach out to the LGBT Resource Center. https://lgbt.utah.edu/campus/faculty_resources.php

Student Success Advocates

The mission of Student Success Advocates is to support students in making the most of their University of Utah experience (ssa.utah.edu). They can assist with mentoring, resources, etc. Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact a Student Success Advocate for support (https://asuu.utah.edu/displaced-students).

University Counseling Center

The University Counseling Center (UCC) provides developmental, preventive, and therapeutic services and programs that promote the intellectual, emotional, cultural, and social development of University of Utah students. They advocate a philosophy of acceptance, compassion, and support for those they serve, as well as for each other. They aspire to respect cultural, individual and role differences as they continually work toward creating a safe and affirming climate for individuals of all ages, cultures, ethnicities, genders, gender identities, languages, mental and physical abilities, national origins, races, religions, sexual orientations, sizes and socioeconomic statuses.

Netiquette – Expectations for Online Learning Environment

- Classroom equivalency: Respectful participation in all aspects of the course will make our time together productive and engaging. Zoom lectures, discussion threads, emails and canvas are all considered equivalent to classrooms and student behavior within those environments shall conform to the student code. Specifically:
  - Posting photos or comments that would be off-topic in a classroom are still off-topic in an online posting.
  - Disrespectful language and photos are never appropriate.
  - Using angry or abusive language is not acceptable, and will be dealt with according to the Student Code. The instructor may remove online postings that are inappropriate.
  - Do not use ALL CAPS, except for titles, or overuse certain punctuation marks such as exclamation points and question marks.

- Other expectations for online communication:
  - Treat your classmates, teaching team, and instructor with respect in email or any other communication.
  - Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
  - Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
  - Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be offensive to others.
  - Be careful with personal information (both yours and others).

- Electronic or equipment failure: It is your responsibility to maintain your computer and related equipment in order to participate in the online portion of the course.

- Online submissions: You are responsible for submitting the assignment with the required naming convention, correct file extension, and using the software type and version required for the assignment.

UONLINE EXPECTATIONS

Uonline Student Expectations

Though the online format allows students greater flexibility to complete their work, this course does have a structure and timeline! As such, the following is expected of all students in this class:
- Students must be **self-motivated, organized, and willing to stay on top of their schedule**. Students should take control of their learning while in this course.
- Students are expected to **follow the Core Rules of Netiquette** at all times while participating in the class and communicating with others.
- Students will **log in** to the course a minimum of 3 times per week.
- Students are **not expected to interact with their classmates in person**. Students may be expected to work with classmates via online communication options like Canvas Discussions, video conferencing, or another communication technologies of choice (Groupme, FaceTime, Google Hangouts, etc).
- Students will **regularly check for course updates** and will **update their Canvas notification settings** to ensure they receive timely notifications from the course.
- Students will **contact their instructor or teaching assistant** in a timely manner if they have any questions, are struggling with course materials, or need further assistance from their instructor.
  - If you do not hear back within 3 days after sending a message, please contact your instructor/TA again.
- Students will **follow all official University of Utah policies** regarding interpersonal conduct, academic dishonesty, and other rights and responsibilities of students outlined in the **University of Utah Student Handbook** and **Code of Student Rights and Responsibilities**.
  - If you have any questions about this, please contact the **Dean of Students**.

**Uonline Instructor Expectations**

Your course instructor is an expert in the topics you will learn about this semester. Your instructor is your mentor and facilitator of the classroom experience, aided by teaching assistants. Instructors are committed to:

- The instructor will design the course to **include lectures, learning materials, and assignments that are accessible** and provide students with **opportunities to learn** and practice course content.
- The instructor and teaching assistants will ensure that the **course remains a safe space** where students can engage with difficult content thoughtfully and respectfully.
- The instructor and teaching assistants will **interact with the class regularly** via announcements, virtual office hours (one-on-one video conferencing), emails/the Canvas Inbox, feedback on assignments, and comments on Discussions, among other methods.
- The instructor and teaching assistants will **respond to students in a timely manner**: within 48 hours, not including weekends and holidays.
- The instructor and teaching assistants will be **available for individual consultation** via virtual office hours (one-on-one video conferencing), email, or phone and **will not require students to meet in person**.
- The instructor and teaching assistants will **provide relevant feedback in a timely manner**.
- The instructor and teaching assistants will **follow all official University of Utah policies** regarding interpersonal conduct, accommodations, and other important duties.

**UNIVERSITY POLICIES**

**Covid-19 Campus Guidelines**

**Students are required to self-report if they test positive for COVID-19.**
To report, please contact:

**COVID-19 Central @ The U**
801-213-2874
[coronavirus.utah.edu](http://coronavirus.utah.edu)

To reduce the spread of COVID-19 on campus, **face coverings are required in all in-person classes for both students and faculty**.

Based on CDC guidelines, the University requires everyone to wear face coverings in shared public spaces on campus. **If you repeatedly fail to wear a face covering in class, you may be referred to the Dean of Students for a possible violation of the Student Code**.

**Some courses may require attendance due to hands-on coursework.** Please read the syllabus and attendance requirements for the course thoroughly.
Some students may qualify for accommodations & exemptions from these guidelines through the Americans with Disabilities Act (ADA). Accommodations should be obtained prior to the first day of class.

If you believe you meet these criteria, contact:

**Center for Disability & Access**
801-581-5020
disability.utah.edu
162 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

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**Drop/Withdrawal Policies**

Students may drop a course within the first two weeks of a given semester without any penalties.

Students may officially withdraw (W) from a class or all classes after the drop deadline through the midpoint of a course. A "W" grade is recorded on the transcript and appropriate tuition/fees are assessed. The grade "W" is not used in calculating the student’s GPA.

For deadlines to withdraw from full-term, first, and second session classes, see the U's **Academic Calendar**.

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**Plagiarism & Cheating**

It is assumed that all work submitted to your instructor is your own work. When you have used ideas of others, you must properly indicate that you have done so.

Plagiarism and cheating are serious offenses and may be punished by failure on an individual assignment, and/or failure in the course. Academic misconduct, according to the University of Utah Student Code,

"...Includes, but is not limited to, cheating, misrepresenting one’s work, inappropriately collaborating, plagiarism, and fabrication or falsification of information…It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct."

For details on plagiarism and other important course conduct issues, see the U's **Code of Student Rights and Responsibilities**.

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**Course Material Copyright**

The Content is made available only for your personal, noncommercial educational and scholarly use. You may not use the Content for any other purpose, or distribute, post or make the Content available to others, unless you obtain any required permission from the copyright holder. Some Content may be provided via streaming or other means that restrict copying; you may not circumvent those restrictions. You may not alter or remove any copyright or other proprietary notices included in the Content.

Please see the **Code of Student Rights and Responsibilities**, Section III.A.5 regarding use and distribution of class Content and materials.

https://regulations.utah.edu/academics/6-400.php

Section III.A.5. prohibits the following:
Sale or distribution of information representing the work product of a faculty member to a commercial entity for financial gain without the express written permission of the faculty member responsible for the course. (“Work product” means original works of authorship that have been fixed in a tangible medium and any works based upon and derived from the original work of authorship.)
Safety at the U

The University of Utah values the safety of all campus community members. You will receive important emergency alerts and safety messages regarding campus safety via text message.

For more information regarding safety and to view available training resources, including helpful videos, visit safe.utah.edu (Links to an external site.).

To report suspicious activity or to request a courtesy escort, contact:

**Campus Police & Department of Public Safety**
801-585-COPS (801-585-2677)
dps.utah.edu
1735 E. S. Campus Dr.
Salt Lake City, UT 84112

Wellness at the U

Your personal health and wellness are essential to your success as a student. Personal concerns like stress, anxiety, relationship difficulties, depression, or cross-cultural differences can interfere with a student’s ability to succeed and thrive in this course and at the University of Utah.

Please feel welcome to reach out to your instructor or TA’s to handle issues regarding your coursework.

For helpful resources to manage your personal wellness and counseling options, contact:

**Center for Student Wellness**
801-581-7776
wellness.utah.edu
2100 Eccles Student Life Center
1836 Student Life Way
Salt Lake City, UT 84112

**Women’s Resource Center**
801-581-8030
womenscenter.utah.edu
411 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Addressing Sexual Misconduct

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status, or genetic information.

If you or someone you know has been harassed or assaulted, you are encouraged to report it to university officials:

**Title IX Coordinator & Office of Equal Opportunity and Affirmative Action**
801-581-8365
oeo.utah.edu
135 Park Building
201 Presidents’ Cir.
Salt Lake City, UT 84112
Office of the Dean of Students
801-581-7066
deanofstudents.utah.edu
270 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

To file a police report, contact:

Campus Police & Department of Public Safety
801-585-COPS (801-585-2677)
dps.utah.edu
1735 E. S. Campus Dr.
Salt Lake City, UT 84112

If you do not feel comfortable reporting to authorities, the U's Victim-Survivor Advocates provide free, confidential and trauma-informed support services to students, faculty, and staff who have experienced interpersonal violence.

To privately explore options and resources available to you with an advocate, contact:

Center for Student Wellness
801-581-7776
wellness.utah.edu
328 Student Services Building
201 S. 1460 E.
Salt Lake City, UT 84112

The Americans with Disabilities Act

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities.

All written information in this course can be made available in an alternative format with prior notification to the Center for Disability & Access (CDA). CDA will work with you and the instructor to make arrangements for accommodations. Prior notice is appreciated. To read the full accommodations policy for the University of Utah, please see Section Q of the Instruction & Evaluation regulations.

If you will need accommodations in this class, or for more information about what support they provide, contact:

Center for Disability & Access
801-581-5020
disability.utah.edu
162 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

Diverse Student Support

Your success at the University of Utah is important to all of us here! If you feel like you need extra support in academics, overcoming personal difficulties, or finding community, the U is here for you.

STUDENT SUPPORT SERVICES (TRIO)
TRIO federal programs are targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities.
Student Support Services (SSS) is a TRIO program for current or incoming undergraduate university students who are seeking their first bachelor's degree and need academic assistance and other services to be successful at the University of Utah.
For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:
AMERICAN INDIAN STUDENTS
The AIRC works to increase American Indian student visibility and success on campus by advocating for and providing student centered programs and tools to enhance academic success, cultural events to promote personal well-being, and a supportive “home-away-from-home” space for students to grow and develop leadership skills.
For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:
American Indian Resource Center
801-581-7019
diversity.utah.edu/centers/airc
Fort Douglas Building 622
1925 De Trobriand St.
Salt Lake City, UT 84113

BLACK STUDENTS
Using a pan-African lens, the Black Cultural Center seeks to counteract persistent campus-wide and global anti-blackness. The Black Cultural Center works to holistically enrich, educate, and advocate for students, faculty, and staff through Black centered programming, culturally affirming educational initiatives, and retention strategies.
For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:
Black Cultural Center
801-213-1441
diversity.utah.edu/centers/bcc
Fort Douglas Building 603
95 Fort Douglas Blvd.
Salt Lake City, UT 84113

STUDENTS WITH CHILDREN
Our mission is to support and coordinate information, program development and services that enhance family resources as well as the availability, affordability and quality of child care for University students, faculty and staff.
For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:
Center for Childcare & Family Resources
801-585-5897
childcare.utah.edu
408 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

STUDENTS WITH DISABILITIES
The Center for Disability Services is dedicated to serving students with disabilities by providing the opportunity for success and equal access at the University of Utah. They also strive to create an inclusive, safe, and respectful environment.
For more information about what support they provide and links to other resources, view their website or contact:
STUDENTS OF ETHNIC DESCENT

The Center for Ethnic Student Affairs offers several programs dedicated to the success of students with varied cultural and ethnic backgrounds. Their mission is to create an inclusive, safe campus community that values the experiences of all students.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

Center for Ethnic Student Affairs
801-581-8151
diversity.utah.edu/centers/cesa/
235 Union Building
200 S. Central Campus Dr.
Salt Lake City, UT 84112

ENGLISH AS A SECOND/ADDITIONAL LANGUAGE (ESL) STUDENTS

If you are an English language learner, there are several resources on campus available to help you develop your English writing and language skills. Feel free to contact:

Writing Center
801-587-9122
writingcenter.utah.edu

(Links to an external site.)
2701 Marriott Library
295 S 1500 E
Salt Lake City, UT 84112

English for Academic Success (EAS) Program
801-581-8047
linguistics.utah.edu/eas-program
2300 LNCO
255 S. Central Campus Dr.
Salt Lake City, UT 84112

English Language Institute
801-581-4600
continue.utah.edu/eli (Links to an external site.)
540 Arapeen Dr.
Salt Lake City, UT 84108

UNDocumented students

Immigration is a complex phenomenon with broad impact—those who are directly affected by it, as well as those who are indirectly affected by their relationships with family members, friends, and loved ones. If your immigration status presents obstacles that prevent you from engaging in specific activities or fulfilling specific course criteria, confidential arrangements may be requested from the Dream Center.

Arrangements with the Dream Center will not jeopardize your student status, your financial aid, or any other part of your residence. The Dream Center offers a wide range of resources to support undocumented students (with and without DACA) as well as students from mixed-status families.
For more information about what support they provide and links to other resources, view their website or contact:

**Dream Center**  
801-213-3697  
dream.utah.edu

*(Links to an external site.)*  
1120 Annex (Wing B)  
1901 E. S. Campus Dr.  
Salt Lake City, UT 84112

**LGBTQ+ STUDENTS**

The LGBTQ+ Resource Center acts in accountability with the campus community by identifying the needs of people with a queer range of [a]gender and [a]sexual experiences and responding with university-wide services.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

**LGBTQ+ Resource Center**  
801-587-7973  
lgbt.utah.edu *(Links to an external site.)*  
409 Union Building  
200 S. Central Campus Dr.  
Salt Lake City, UT 84112

**VETERANS & MILITARY STUDENTS**

The mission of the Veterans Support Center is to improve and enhance the individual and academic success of veterans, service members, and their family members who attend the university; to help them receive the benefits they earned; and to serve as a liaison between the student veteran community and the university.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

**Veterans Support Center**  
801-587-7722  
veteranscenter.utah.edu *(Links to an external site.)*  
418 Union Building  
200 S. Central Campus Dr.  
Salt Lake City, UT 84112

**WOMEN**

The Women’s Resource Center (WRC) at the University of Utah serves as the central resource for educational and support services for women. Honoring the complexities of women’s identities, the WRC facilitates choices and changes through programs, counseling, and training grounded in a commitment to advance social justice and equality.

For more information about what support they provide, a list of ongoing events, and links to other resources, view their website or contact:

**Women's Resource Center**  
801-581-8030  
womenscenter.utah.edu  
411 Union Building  
200 S. Central Campus Dr.  
Salt Lake City, UT 84112

**INCLUSIVITY AT THE U**
The Office for Inclusive Excellence is here to engage, support, and advance an environment fostering the values of respect, diversity, equity, inclusivity, and academic excellence for students in our increasingly global campus community. They also handle reports of bias in the classroom as outlined below:

Bias or hate incidents consist of speech, conduct, or some other form of expression or action that is motivated wholly or in part by prejudice or bias whose impact discriminates, demeans, embarrasses, assigns stereotypes, harasses, or excludes individuals because of their race, color, ethnicity, national origin, language, sex, size, gender identity or expression, sexual orientation, disability, age, or religion.

For more information about what support they provide and links to other resources, or to report a bias incident, view their website or contact:

Office for Inclusive Excellence
801-581-4600
inclusive-excellence.utah.edu (Links to an external site.)
170 Annex (Wing D)
1901 E. S. Campus Dr.
Salt Lake City, UT 84112

OTHER STUDENT GROUPS AT THE U

To learn more about some of the other resource groups available at the U, check out:

getinvolved.utah.edu/

studentsuccess.utah.edu/resources/student-support