

Disability Resources:

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievements (e.g. time-limited exams, inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s) and contact Disability Resource Center (DRC) to request accommodations.

Office: (970) 351-2289, Michener Library L-80.

Students can learn more here: unco.edu/disability-resource-center

Classroom Technology Guidelines:

All students must review and comply with the current MCB classroom technology guidelines at mcb.unco.edu/pdf/Classroom-Technology-Guidelines.pdf

Assessment Statement:

The Monfort College of Business may collect data in this course that will be used to assess student progress toward our program learning goals and objectives. Individual student performance information will be kept confidential; however, this data may be disseminated in an aggregate form to professional groups and through research publications. If you do not wish your performance in this class to be included in research about overall student performance (beyond the accreditation process), please inform your instructor in writing of this intent.

Food and Beverage Guideline:

Food is not allowed in classrooms. Only drinks in a container with a screw-top lid are allowed.

Computer Utilization:

Students are encouraged to use the College's computing facilities to complete their assignments. The student computer labs in Kepner Hall provide support for word processors, spreadsheets, databases, writing-style checkers, and presentation graphics. Internet and e-mail access are available in the labs.

Library Utilization:

Students are encouraged to use the Michener Library collections and online subscription information resources to supplement readings and complete assignments. Library databases are available at. The business reference librarian, Nicole Webber, holds regular office hours. Find her contact information at unco.edu/library/about_us/directory/webber-nicole.aspx.

Global Dimension Coverage:

As appropriate, students are encouraged to consider the global dimension as they complete their outside readings and assignments.

Ethical Dimension Coverage:

As appropriate, students are encouraged to consider the ethical dimension as they complete their outside readings and assignments.

MCB Statement:

Kenneth W. Monfort College of Business students are expected to conduct themselves by the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records and documents, and similar acts or attempt to engage in such acts are grounds for disciplinary action. This action can include the following in addition to any University disciplinary action:

1. A failing grade for a particular assignment.
2. A failing grade for a particular course.
3. Suspension from the Monfort College of Business.
4. Expulsion from the Monfort College of Business.

Students are expected to complete all prerequisites for a business class before the first day of class. Students may not concurrently enroll in a class and its prerequisite(s) unless it is expressly stated in the Bulletin that the class may be taken concurrently. The director of the program offering the class must approve any exception to this policy.

Students must submit original works for assignments required in this class. A student who submits a work that was previously submitted to another class without prior approval from the instructor violates this policy. A student who violates this policy may receive a failing grade for the assignment, a failing grade for the class, and face termination of his/her business degree program

Additionally, the Dean of Students Office may be notified in writing of all violations of academic honesty in this class.

MCB Statement on Using Generative AI:

Generative AI¹ tools can be good resources for enhancing teaching and learning. These tools also have limitations and can hinder learning if not used appropriately. We all must understand the opportunities, problems, and ethical issues associated with the use of generative AI tools.

- Be aware of risks to privacy and intellectual property.
- Be aware that AI-generated content may contain biases.
- Be aware that AI-generated content may contain incorrect and outdated information.
- Be aware that some forms of AI use constitute plagiarism or copyright infringement. You cannot submit AI-generated content as your work.

At the Monfort College of Business, our mission is to prepare you to become successful leaders. We strive to be innovative in our teaching to enhance your learning. Incorporating AI as a learning tool has benefits. If it is used inappropriately, however, it is considered academic dishonesty. For

¹ "Generative AI is a type of artificial intelligence (AI) that uses machine learning algorithms to create new and original content like images, videos, text, and audio based on user-defined prompts by utilizing algorithms to recognize patterns in input data" (<https://www.weforum.org/agenda/2023/02/generative-ai-explain-algorithms-work/>).

example, submitting work prepared by someone else, including AI, and claiming the work is your own is dishonest. As noted in the MCB Student Code of Professional Conduct, academic dishonesty can result in disciplinary action. Potential disciplinary actions include the following:

- A failing grade for an assignment
- A failing grade for a class
- Suspension from MCB
- Expulsion from MCB

Each class at MCB has different rules and requirements for using generative AI tools, and it is your responsibility to follow the guidelines in the syllabus of each class. Ask your professor if you have any questions about the policies in the syllabus. Please note that AI-related plagiarism detection tools are available to us now. Remember to use all available resources appropriately to enhance your learning. You are expected to submit your work.

Monfort College of Business Student Code of Professional Conduct:

Monfort College of Business students represent the professional and academic interests of the entire MCB & UNC communities. Accordingly, MCB expects all students to behave professionally and adhere to high ethical standards in every business class and every activity connected with the Monfort College of Business. This professional behavior is required not only in the classroom but also in all MCB-related interactions such as e-mails, conferences, and the use of technology.

MCB students should exhibit respectful behavior in classes. This behavior includes arriving on time to class, staying in class until the lecture ends, having the discipline to stay engaged in class, turning off or silencing cell phones and pagers while in class, refraining from text-messaging, and avoiding coming to class wearing clothing that is unduly provocative or has written messages that are rude, insensitive, or obscene. MCB students should engage in respectful behavior in all activities where they act directly or indirectly as a representative of the MCB. Respectful behavior creates a more desirable, civilized, and productive learning environment models behavior that is both productive and pleasant when students transition from the classroom to the workplace.

MCB students should master and apply the fundamental skill of preparing and sending class or university-related e-mails that are properly written, show professionalism and communicate a clear message. E-mails containing profanity, spelling mistakes, punctuation errors, or poor composition evidence sloppiness and show disrespect to the recipient. MCB students should use proper forms of address when communicating orally or in writing with faculty or staff (i.e., Dr. Smith, Professor Jones, Ms. Abbot, etc.). If a student does not know how to address a faculty member, he or she should ask.

This code of professional conduct complements, but does not replace, the Honor Code of the Monfort College of Business or the Honor Code of the University.

Title IX

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these incidents should know that they are not alone. UNC has staff members trained to support students to navigate campus life, access health, and counseling services, provide academic and housing accommodations, help with legal protective orders, and more.

Please be aware all UNC instructors and most staff members are required to report their awareness of sexual violence to the Office of Institutional Equity and Compliance (OIEC). This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the Title IX Coordinator, Larry Loften. Larry or a trained staff member in OIEC will contact the reporting students to let them know about accommodations and support services at UNC as well as their options to pursue a process to hold accountable the person who caused the harm to them. Students who have experienced these situations are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes is entirely voluntary.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to the instructor, students can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore options now, or in the future.

UNC's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or unco.edu/asap

UNC Counseling Center: 970-351-2496 or unco.edu/counseling

UNC Psychological Services: 970-351-1645 or unco.edu/cebs/psych_clinic

Students who are survivors, who are concerned about someone who is a survivor, or who would like to learn more about sexual misconduct or report an incident, can visit www.unco.edu/sexual-misconduct. Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu.

Academic Integrity

Students are expected to practice academic honesty in every aspect of this course.

Students who engage in academic misconduct are subject to grading consequences regarding this course and/or university disciplinary procedures through the Dean of Students Office. More information about the academic misconduct process can be found in UNC's Student Code of Conduct (BEAR Code).

Attendance

Students are expected to attend class regularly. Each instructor determines the relationship between class attendance, the objectives of the class, and student's grades. Instructors are responsible for articulating their attendance policies and their effect on grades to students. Students are responsible for knowing the attendance policy of each course. Only the instructor can approve students' absences. Students are responsible for requesting such approval. To create inclusive learning environments, instructors should not require doctors' notes to determine whether to excuse an absence.

Equity and Inclusion

The University of Northern Colorado (UNC) embraces the diversity of students, faculty, and staff. UNC honors the inherent dignity of everyone and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes, and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For information or resources, contact the Division of Diversity, Equity, and Inclusion, at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance.

Food Insecurity and Basic Needs

Knowing that food insecurity is experienced at higher rates among college students, UNC aids students facing food insecurity through an on-campus food pantry.

The Bear Pantry is in University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information. Students who face challenges (i.e., emotional distress, grief, and loss, academic concerns, basic needs insecurity, navigating university processes) and believe this may affect their academic performance may contact Student Outreach and Support (SOS), which is part of the Dean of Students Office. SOS will help connect students with appropriate referrals based on their needs. The Dean of Students Office can be reached at dos@unco.edu or via phone at 970-351-2001.

Land Acknowledgment

The University of Northern Colorado occupies the lands in the territories of the Ute, Cheyenne, Lakota, and Arapaho peoples. The University acknowledges the 48 tribes that are historically tied to the state of Colorado. Thus, the land on which UNC is situated is tied to the history and culture of our native and indigenous peoples. UNC appreciates this connection and has great respect for this land. Additionally, the University community pays its respect to Elders past, present, and future, and to those who have stewarded this land throughout the generations.

As part of the learning and reflection process please visit <https://native-land.ca/> or call the Office of Equity & Inclusion at 970-351-1944.

Name in Use/Pronoun in Use/Name Change

Some students may have changed their names to better reflect their gender identity or for other reasons. The process to request that the University change the name that appears on Canvas and the course roster is available here: unco.edu/registrar/namechange.aspx

Writing Center

The Writing Center offers three kinds of sessions to meet your writing needs: In-Person, Email, and Zoom Sessions. Trained Writing Center Consultants can assist you with writing assignments from any course or subject. Even if you think your writing is pretty good, it's always nice to have another reader look over your work.

To guarantee a session time, make an appointment using our online scheduling system: www.unco.mywconline.com. You will need to create a new account if you've never visited the Writing Center before. We also have walk-in session times available during our scheduled open hours, Monday – Friday 9:00 am – 4:00 pm in the Writing Center, Ross Hall 1230. We also have walk-in sessions in the library (first floor) Monday – Thursday evenings, 5:00 pm – 8:00 pm.

If your instructor requires you to visit the Writing Center, make sure to alert your Consultant, and/or check the box on the appointment form, and we will send an email confirmation of your session to your instructor.

For more information, email the Writing Center at writingcenter@unco.edu or visit the website: www.unco.edu/writing-center.