INFO 5210
Spring 2021 Syllabus
Resource Description and Access I
(or, Introduction to Cataloging and Classification)

Department of Information Science
College of Information
University of North Texas

Instructor
Dr. Shawne Miksa
Discovery Park, Office E297N
Office phone: (940) 565-3560
E-mail: Shawne.Miksa@unt.edu
Webpage: https://smiksa.ci.unt.edu/

Teaching Assistant
Hui-Yu Hsiung, PhD, MLS, doctoral student, IISPhD program
E-mail: HuiYuHsiung@my.unt.edu

************************COVID-19 impact on attendance************************

Due to the continuing impact of COVID-19, it is important that you read all Announcements posted on Canvas and UNT Website. Please set your UNT email to forward to the your regular email if you don’t intend to use your UNT email address for every day communication.

While attendance/participation is expected as outlined in this syllabus, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to participate in class because you are ill, or are unable due to COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. It is important that you communicate with me PRIOR to being “absent” so I may make a decision about accommodating your request to be excused from coursework.

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. (I realize some of you are not in Texas or in Denton specifically). UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

*******************************************************************************

INFO 5210  Spring 2021
Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Communication Expectations

We will use the Canvas course website as our primary tool for communication. There will be discussion boards and email available with the course. Please use the course email for matters related to the course. You may also email Dr. Miksa at Shawne.Miksa@unt.edu for matters outside of the course. Please allow 24-48 hours for responses. For assignments you can expect to receive feedback and a grade 1-2 weeks after it has been submitted. CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips). Please see the section in this syllabus on Classroom Etiquette.

Welcome to INFO 5210!

"...cataloging and classification are two of the fundamental branches of library science...the student learns...he [or she] is preparing for a professional, not a clerical position."
"The study of these branches involves problems requiring the performance of a definite duty as well as the creation of a definite thing."
Margaret Mann, Introduction to Cataloging and Classification of Books, 1943

Course Description

Descriptive and subject cataloging to represent multiple forms of information resources in bibliographic databases. Cataloging models, standards, and codes (Functional Requirements for Bibliographic Records, Resource Description and Access, Anglo-American Cataloging Rules 2, Machine Readable Cataloging); creation and application of name and subject access points using authority records (Functional Requirements for Authority Data, Library of Congress and OCLC authority databases); principles of subject analysis and representation, subject heading construction, and subject classification (Library of Congress subject headings; Library of Congress Classification System); use and maintenance of online bibliographic utilities and cataloging tools and resources. Pre-requisite: INFO 5200

Course Objectives and Goals

By the end of the semester, students will have gained a reasonably useful grasp of what is involved in providing access control for Information Resources in general and for library cataloging and classification in particular, such that if you—
• pursue a career in information organization in an area other than library services then you can successfully compare different types of information resource access control with, and even borrow from, this type of resource description and access control in libraries.
• pursue a career in library technical services then this course will provide a solid basis for you to take one or more advanced courses in cataloging and classification, metadata, etc.
• wish to specialize in other aspects of librarianship and information sciences, this course will provide a reasonably sufficient basis for using/working within library information systems, library catalog metadata and other metadata formats, common bibliographic classification schemes, and resource description and access tools and resources.

Specific Objectives

Student will be able to:

• express clearly several core but general theoretical concepts in providing description and access control over, and subject representation of, information resources;
• express clearly several core but more specific theoretical concepts related to resource description and access and subject representation;
• successfully negotiate the elementary use of several key tools in resource description and access and subject representation, including:
  • Library of Congress Subject Heading (LCSH) controlled vocabulary
  • Library of Congress Classification (LCC) system
  • MARC 21 Bibliographic data format
  • Resource Description and Access (RDA), new cataloging rules
  • The family of functional requirements models (FRBR, FRAD, FRSAD) and the Library Reference Model (LRM)
• identify and interpret the "system of ideas and practices" that make up resource description and access and subject representation.

Resources and Materials Needed

Required course technology—see also Course Technology & Skills

Students will need access to a webcam and/or microphone or a smart phone with a good Internet connection in order to participate in fully remote portions of the class. A Zoom link with all the information needed for connecting will be provided within the Canvas course website.

Required textbook


• Miksa, S.D. (2015) SLIS 5210 Lessons. (These are built into the course website and are linked from the course homepage) (REQUIRED)
Recommended text

- NOTE: this book is out of print. If you can find a copy, great. If not, I have some PDFs from the book that I will send to you via the course website.
- Please remember that Fritz & Fritz (2003) contains outdated information. For UPDATED information please consult MARC formats are standards: https://www.loc.gov/marc/

Software and online resources

The following materials will be available through several online resources:

- **Resource Description and Access (RDA).**
  - Instructor will provide log-in name and password
  - Accessible via website [http://www.loc.gov/marc/](http://www.loc.gov/marc/)
  - Or via OCLC Bibliographic Formats and Standards [https://www.oclc.org/bibformats/en.html](https://www.oclc.org/bibformats/en.html), no password needed
  - Available through Classification Web [http://www.classificationweb.net/](http://www.classificationweb.net/),
    - Instructor will provide log-in name and password
  - Or via LC Linked Data Service [http://id.loc.gov/authorities/classification.html](http://id.loc.gov/authorities/classification.html), no password required.
  - The printed schedules are also available as PDFs at [https://www.loc.gov/aba/publications/FreeLCC/freelcc.html](https://www.loc.gov/aba/publications/FreeLCC/freelcc.html)
  - Available through OCLC Connexion (Browser or Client) and Classification Web,
    - Log-in name and password will be provided by instructor.
  - Print copies should be available at local public libraries and UNT library at Discovery Park.
  - Alternatively, you may search subject headings using LC Authorities ([http://authorities.loc.gov/](http://authorities.loc.gov/)) but keep in mind this will not show the structure of the thesaurus, only the subject heading authority records.
  - The printed LCSH are also available as PDFs at [https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html#About](https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html#About)
- **OCLC Connexion Browser.**
  - An installation-free online version of OCLC Connexion, with limited functionality compared to OCLC Connexion Client; will be used for some assignments in the course but cannot be a substitute for installing and using the OCLC Connexion Client;
Accessible via website http://connexion.oclc.org/
  • Login name and password will be provided by the instructor.

Course Assignments

There are four (4) assignments, and a research paper. All are to be completed individually:

• **Ex 1: FRBR and RDA structure and navigation**: understanding the main concepts outlined in FRBR, especially the Group I-3 entity groups (G1=work, expression, manifestation, item; G2=person, corporate bodies; G3=concept, object, event, place) and how to categorize information resources using Group 1; understanding the structure of RDA as it relates to FRBR entity groups and how to navigate the rules when cataloging.

• **Ex 2: Descriptive Cataloging using RDA and MARC21**: recording descriptive attributes of and relationships between information resources in catalog records using RDA.

• **Ex 3: Access point control using RDA and MARC21**: authority control of access points using RDA rules.

• **Ex 4: Subject Analysis and Representation using LCSH and LCC**: analyzing subject content, creating subject heading strings, building LC classification numbers

• **Research Paper**: Students will write a 5-page research paper on a cataloging-related topic. Before turning in their paper, students must first submit their paper's thesis statement, rough outline, and 5-10 consulted resources to the instructor via Canvas course email for instructor’s approval (send to instructor via course email)

Assignment Submission

All assignments will be completed **individually** and submitted to the Canvas course assignment dropbox.

Assignments should be submitted in **Microsoft Word (.doc/.docx) format. Files names should start with your last name, short name of assignment** (e.g., Miksa_Ex 1, etc.)

All due dates and times for the assignment are on Central Standard Time (CST).

Discussion postings are required as part of the course participation grade. You are not required to respond to other students' postings, but you are welcome to do so if you want.

Class Meetings/ Weekly chats

Students will need access to a webcam and/or microphone or a smart phone with a good Internet connection in order to participate in fully remote portions of the class. A Zoom link with all the information needed for connecting will be provided within the Canvas course website.

Day and times for our weekly chats will be decided at the beginning of the semester. This may be late in the day for some or early for others depending locations and time zones. All chat
sessions will be conducted with Zoom — a link to establish your user id and password will be provided during the first week of class. Chats are live audio and will be archived as a screencast with integrated audio recording and automatically generated transcripts. These archived class meeting materials, as well as slides used by instructor in presentation will be made available to all students by the morning of the next day, if not earlier.

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Students should try to participate in online class meetings as much as possible either by attending Zoom meetings or by watching the recordings. If you are unable to participate in live class meeting, you are expected to read/listen to the archived logs and watch video recordings as soon as possible after the missed class meeting (within 24 hours after class meeting materials are posted).

Course Evaluation

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercises 1-4</td>
<td>45%</td>
<td>400</td>
</tr>
<tr>
<td>Research Paper</td>
<td>35%</td>
<td>100</td>
</tr>
<tr>
<td>Participation (Discussion Postings)</td>
<td>20%</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

**Grading Scale**

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59% or below

The participation grade is based on completion of the discussion postings, and over all participation during the semester (i.e., you check into Canvas, submit assignments, etc.). As usual, medical or family emergencies should be communicated to me.

Graded assignments will be returned approximately 1-2 weeks after the submission date.

**Late Work**

Late work is not permitted unless prior arrangements—due to extraordinary circumstances—are made with the course instructor.

**Classroom Etiquette**

*Free of Disruptions* Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process.

*Responsibility:* Students may not disrupt class or any other University process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information)

--#8 from "The Ten Student Academic Rights and Responsibilities", UNT Code of Student Conduct Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.

Students engaging in unacceptable behavior will be barred from the classroom/course website and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

Only topics related to the course content should be discussed during class time. Talking out-of-turn during a lecture/chat or engaging in inappropriate discussions in the Discussion boards is distracting to others in the class.

Failure to follow these guidelines will result in your:

- being asked to leave the classroom and/or instructor barring you from the course website,
- receiving a zero on class activities (assessment, assignment, test, etc.), and

INFO 5210  Spring 2021
possibly being referred to the Center for Student Rights and Responsibilities (see above information and web address)
Therefore, be respectful of the instructor and other students around you.

Course Technology & Skills

Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
  - Sunday: noon-midnight
  - Monday-Thursday: 8am-midnight
  - Friday: 8am-8pm
  - Saturday: 9am-5pm

INFO 5210 Spring 2021
Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

UNT Policies

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

The UNT Graduate Catalog includes the following under Academic Misconduct:
The term "cheating" includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests or examinations;
- dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement.

Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Penalties for academic misconduct range from reducing the grade for a test or assignment to revoking an academic degree already granted. Penalties and the appeals process are explained in the UNT Graduate Catalog and the UNT Code of Student Conduct and Discipline.

ADA Accommodation

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 “The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.”

INFO 5210 Spring 2021
As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course—so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels.

Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found here. Also, you may visit the Office of Disability Accommodation in Sage Hall (suite 167) or call (940) 565-4323.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

Grades assigned before a student formally asks for an accommodation will not be changed.

**Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

**Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**Access to Information - Eagle Connect**

Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect INFO 5210  Spring 2021
account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

**Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

**Important Notice for F-1 Students**

**Federal Regulation**


(f)(6)(i)(G) For F1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes,
examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Office (telephone (940) 565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses. See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

INFO 5210  Spring 2021
Emergency Notification

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT EUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*
Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)

Syllabus Revision

This syllabus may be revised during the semester at the instructor's discretion. The syllabus document does not represent a contract between the instructor and the student. Students will be notified of syllabus revisions (if any).