# **Spring 2023**

# **IET4475-01/W01 IET Senior Project Syllabus**

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Office Hours: M 10:45am - 12:30pm, T 10:00am - 12:30pm

**COVID-19 Syllabi Statements**

**Course Delivery**

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines.  In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

**COVID-19 illness**

If you are feeling ill, please stay home and contact your health professional.  In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

* Cough
* Fever of 100.4 or higher
* Runny nose or new sinus congestion
* Shortness of breath or difficulty breathing
* Chills
* Sore Throat
* New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community.  As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official [Covid-19 website](https://www.kennesaw.edu/coronavirus/).

**Face Coverings**

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

**Web Cameras**

Instructors may require web cameras in their respective courses.

**How to Contact the Instructor**

The best way to reach me between class periods is using the D2L email. This way I will know what class you are in already. I will reply as quickly as possible to questions sent over e-mail.  If you wish to meet with me in person, you can drop by my office during office hours.  For online students, I am also willing to meet with you with an ad-hoc Blackboard Collaborate live session during the week if necessary.

**Email Response Time**

I commit to answering all emails within 24 hours from the time you first transmit the email, unless I let you know in advance of travel prohibiting me from doing so (or if I have an emergency). This short response time includes weekends and holidays. At times I will send a mass email to the class or an announcement. This will be through D2L Email and alternately with Campus Mail.  I do not know your Yahoo or Gmail accounts so do not expect any mass emails to those accounts.  CHECK YOUR D2L EMAIL ACCOUNT FREQUENTLY!

**Course Description**

To acquaint the student with an integrated project study approach and to bring together the various skills of an Industrial Engineering Technology practitioner utilizing a large-scale feasibility study.  The large-scale feasibility study is to be performed to emphasize the interrelated topics of logistics, marketing and production processes for a fictitious company. Students will be required to present their findings in a formal written report to Senior Management and in a formal PowerPoint presentation.

**Course Methodology**

A large-scale feasibility study is to be performed to emphasize the interrelated topics of logistics, marketing, and production processes for a fictitious company.  Students are required to present their findings in written and presentation format.

**Student Learning Outcomes**

By the end of the semester, students should be able to:

- Structure product and process design for a selected product.

- Devise the support systems for quality, distribution, inventory, and safety.

- Compile financial documents to support the project.

- Determine and formulate an implementation plan.

- Exhibit the findings in both written and oral formats.

**Prerequisites**

<!   - IET 2000 Introduction to Industrial Engineering Design

 - IET 4422 Plant Layout and Materials Handling

       - IET 2449 Logistics and Supply Chain Management

       - IET 3356 Quality Concepts and Systems Design

       - IET 4135 IET Project Management (can be taken concurrently)

-     - Students are expected to have a working knowledge of the Microsoft Office Suite: Excel, Word and PowerPoint or the equivalent (e.g. Open Office).

<!   - Students are expected to be able to use D2L and have access to a PC and the Internet.

       - Students are expected to be available for progress report meetings with the instructor.

       - Students are expected to work in teams.

**Textbook**

There is no textbook for this course. Students should refer to the textbooks they have used in previous IET classes to refresh their memory on the topics and procedures from those classes that will be used in Senior Project. The Instructor will not teach the topics from previous IET classes as part of the Senior Project class.

**Class Schedule/Attendance**

Course section 01 will meet on campus.  As this is a Hybrid 50% course, significant asynchronous outside work will be required to replace what would typically be the other 75 minute class period.  Course section  W01 or Online Asynchronous means that you do not meet on campus and are expected to keep up with the material as if you attended class.  Online students are always invited to meet live at the designated time (in MS Teams) or review lecture recordings later in MS Teams.  Attendance either way is strongly recommended for this course. Students who miss any material are NOT exempt from the material covered during the class period(s) the student misses.

**Desire2Learn (D2L) Course Web Site**

This course has a D2L course web site for use by registered students.  Any class handouts, slides, grades, announcements, emails, and links will be available there, so please get in the habit of checking it often. To log in, go to: http://kennesaw.view.usg.edu.  Your User ID is the same as your email prefix, and initial password is your email password.  For online students, please use Collaborate Ultra.

**Course Schedule**

This course will meet on the dates indicated on the Course Schedule as posted on the course homepage.  For hybrid students, we will meet once a week physically in a classroom and the remainder of the week you are responsible for viewing video lectures and working on the progress reports.  For online students we will also meet once a week but virtually using a Blackboard Collaborate link located in the START HERE module.  The remainder of the week you are responsible for viewing video lectures and working with your team on the progress reports and the final report/presentation.

**Attendance Policy**

Attendance in class will not impact your course grade. Assignments are due on the assigned day whether you choose to attend class that day or not.  It should be noted that students who do attend class on a regular basis normally perform better on quizzes and other graded assignments.  However, simply attending class does not guarantee that the student will achieve a high grade on the course. The instructor is NOT responsible for assisting the student to catch up on class material when the student is absent from class.

**Senior Project Teams**

This Senior Project Course is designed to give students the opportunity to work together in an effective manner on a project team.

Each project team will consist of three students, or two students if there are not enough students to make a three person team. Students are encouraged to form their own teams. Any student who is not on a team on the first day of class will be assigned to a team on the first day of class by the instructor.

The grades on all the module assignments in this course will be a team grade for each assignment. Therefore it is important that each member on the team participate equally in all the work that will be necessary to complete each of the module assignments.

Each student's contribution to each module assignment will be obvious to the other people on that student's team. If a student does not complete their tasks in a timely manner, and at a reasonable level of quality, then it will impact the grade the entire team receives on that assignment.

This means that each person on a team is partially responsible for the success of their team.
Therefore during the semester the membership on a team may change as follows:
- One member of a team may be fired by the other members on the team.
- One member of a team may resign from the team.
- All the people of a team may decide to dissolve the team because they cannot work together in an effective manner.
- Membership on a team cannot change until after Module Assignment One has been submitted for grading.
- Membership on a team becomes fixed and it cannot change beginning three days before the last day to withdraw from this course with a grade of "W".
- Membership on a team can change at any time during the five calendar days after the first three Module Assignments has been submitted for grading, with the above exception.
- If the membership on a team changes then the team members must email the instructor and every member on the team and inform them of how the membership on the team is changing and the effective date of that change.

All the work done by the team up until the time of the change in team membership must be shared with all the members of the team.
After the membership on a team has changed then the remaining team members, and the individual who is no longer on a team, must complete the remaining module assignments on their own but they may use all the information that was done by the entire team up until the time the team membership changed.

Students cannot form new teams during the semester. A student may complete all the module assignments on his or her own, but a student cannot withdraw from a team and then form a team with another student, or join a different existing team.

 **Student Evaluations of the Members on Your Team**

When each Module Assignment is submitted in the D2L Assignment Folder, each student will need to **confidentially**evaluate the performance of all the members on your team, including yourself. A **Student Evaluation Form** is included in the Learning Modules page and it should be used for each Learning Module. This form is to be completed by each student and attached to an email sent to the instructor. This information on this form is to **only** be shared with the instructor and **not** with the members on your team. The instructor will use this information as the instructor believes appropriate, and the instructor will consider this information when evaluating students, but the instructor will also use a lot of other information to evaluate students, and the instructor will make the final decision on the grade of each student as the instructor believes appropriate for each student. In other words, even if all the students on a team give each other a grade of "A", the instructor still has the right to give each student a grade of A, B, C, D, or F based on the instructor's evaluation of each student.

 **Learning Module Information**

**Module Information:** Detailed information about each Learning Module is contained inside each Learning Module.

**Module Access:** Each new Learning Module (LM) will be posted on the course D2L page approximately one week before the date the Learning Module will be discussed in the classroom. Each student is expected to read all the material related to each Learning Module before the student attends the classroom during which the instructor will more fully explain the Learning Module. After the instructor has explained the Learning Module information to the entire class in the classroom, then the instructor will answer any questions the student may have about any of the content in that Learning Module. Students should not ask questions about the Learning Module until after the instructor has had an opportunity to explain the Learning Module in the classroom.

**Module Due Dates:** Module solutions are due on the date and at the time indicated on the Course Schedule.

**Module Submissions:** Hybrid and online students should submit their modules solutions using the Assignment Folder on the Menu Bar on the top of the D2L screen. If the assignment consists of two or more files then you should submit them both at the same time in the Assignment Folder.

**Module Corrections:** If you discover an error in your module solution after you have submitted it in the Assignment Folder, and the deadline for submission has not yet passed, then you can resubmit the corrected solution in the same Assignment Folder. Only the most recent submission of a file will be graded.

**Module Verification:** After you have submitted your Module Assignment in the correct Assignment Folder then you should open the assignment inside the Assignment Folder and make sure that it is the assignment that you want graded.

**Assignment Folder Information:** The Assignment Folder for each Module Assignment will appear on the D2L page on the day each Module Assignment is discussed in class. The Assignment Folder will show the due date and time for the module to be submitted on time. If you submit your module assignment in the correct Assignment Folder on or before the due date and time for that assignment then it will be on time.

**Module Late Penalty:** If a module assignment is not submitted on time for any reason then it will receive a minimum late penalty of 25 points for each week, or partial week, the assignment is submitted late.

**Module Submission Problems and Late Submissions:** If you encounter a problem when you attempt to submit your assignment using the Assignment Folder and you are unable to successfully submit your file using D2L, or if the Assignment Folder is closed because the due date and time for submitting the assignment has passed, then you should attach your file to an email addressed to your instructor.
If your email is time dated before the original due date and time for submitting the assignment then your assignment will be on time. But if your email is transmitted after the due date and time then your assignment will not be graded and you will receive a late penalty on the assignment.
If you have a problem with the Assignment Folder and you are not able to resolve your problem within a reasonable period of time then you will receive a grade penalty for submitting assignments by email instead of using the Assignment Folder the way the other students in class are using the Assignment Folder.

**Missed Modules:** If a student does not complete a Learning Module Assignment then the student will receive a grade of zero on each Learning Module Assignment the student fails to complete.

**Make-Up Learning Modules:** There are no make-up Learning Modules in this course.

**Module Grade Feedback:** Module Assignments will be normally graded within one week after the Module Assignment was submitted. Grade feedback for each module will appear in the same Assignment Folder in which the module was originally submitted. A summary of all the student's grades will appear under the Grades tab on the top right of the D2L course page.

**Module Feedback Before Submitting It for a Grade:**Modules are graded assignments. Do not ask me to review your work and provide feedback before you submit the module assignment for grading. Do not ask me to just check over your work to make sure you did everything okay, or to verify that you followed the instructions correctly. This would be the same as asking a teacher to look over your exam answers and let you know if you have any mistakes before you submit your exam for grading. I will not be your team partner and I will not help you do the module assignment. I will not provide feedback on a module assignment until after you have submitted it for grading.

**Module Questions:** I will answer questions about any documentation that is included with a learning module. I will answer clarification type questions about the instructions for a module assignment. However, I will not tell you how to do the module assignment.

 **Grade Evaluation**

 Your final grade in this course will be determined using the following weights for each component of this course:

| Component | Percent of Grade |
| --- | --- |
| Module One | 5% |
| Module Two | 5% |
| Module Three | 5% |
| Module Four | 5% |
| Module Five | 5% |
| Module Six | 5% |
| Module Seven | 40%\*

|  |  |  |  |
| --- | --- | --- | --- |
| Team Oral | Indiv Oral | Category | Final Report |
| 25% | 40% | 25% | 10% |

 |
| Peer | 30% |
| Total ........... | 100% |

**Grade Feedback:**
All assignments will be graded within one week after the assignment is due and after it has been submitted in the correct Assignment Folder.

Grade feedback will be posted in the same Assignment Folder where you submit an assignment. Grades will also appear in the grade book. The grade book may be accessed using the "Grades" tab on the top right side of the D2L home page for this course. However, the grade book only shows the grades on the assignments and the grade book does not show detailed feedback on each of those assignments. Detailed feedback on each assignment is in the Assignment Folder where the assignment was submitted.

Module 7 is a combination of the Team Oral presentation, Individual Oral presentation, Category presentation, and the written Final Report.  Peer review grades and also factored in at 30% of your grade.  You have access to the Rubric that the Review Panel ("Scotsman") will have to grade you.

**Letter Grades:**
Letter grades are based on the following numerical grades:
A = 90 to 100
B = 80 to 89
C = 70 to 79
D = 60 to 69
F = 59 and Below

**Technology Needs**

The instructor strongly encourages online students to acquire a high-speed Internet service and use head phones for the live sessions.  Laptop speakers and microphones may work but typically picks up surrounding noise also.

**Withdrawal**

Students who find that they cannot continue in college for the entire semester after being enrolled, because of illness or any other reason, need to complete an online form. To completely or partially withdraw from classes at KSU, a student must withdraw online at www.kennesaw.edu, under Owl Express, Student Services.

The date the withdrawal is submitted online will be considered the official KSU withdrawal date which will be used in the calculation of any tuition refund or refund to Federal student aid and/or HOPE scholarship programs. It is advisable to print the final page of the withdrawal for your records. Withdrawals submitted online **prior**to midnight on the last day to withdraw without academic penalty will receive a “W” grade. Withdrawals **after**midnight will receive a “WF”. Failure to complete the online withdrawal process will produce no withdrawal from classes. Call the Registrar’s Office at 770-423-6200 during business hours if assistance is needed.

Students may, by means of the same online withdrawal and with the approval of the university Dean, withdraw from individual courses while retaining other courses on their schedules. This option may be exercised up until the W date on the Academic Calendar (on Registrar’s website). Failure to withdraw by the W date will mean that the student has elected to receive the final grade(s) earned in the course(s). The only exception to those withdrawal regulations will be for those instances that involve unusual and fully documented circumstances. In these rare cases, the policies of the university regarding hardship withdrawals will be strictly followed.

If any remaining coursework cannot be completed by the last class day, the instructor of this course will only consider assigning an incomplete grade to a student with an unusual and fully documented circumstance (must be verified by department chair or college dean), who is passing the course within two weeks of the last class day. If the final exam is among the assignments, the student’s grade will remain an “F” until it is taken, after which a grade change form will be submitted to the registrar if necessary, once the other agreed upon conditions are met.

**KSU Diversity Vision Statement**

It is our vision to create a strong multicultural and diverse educational environment at KSU in order to increase student satisfaction and to promote an understanding and awareness of people from various backgrounds upon graduation. In this way, KSU students will be educated for, and can effectively compete in the global society.

**Course Enrollment Status Statement**

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

**Student Support Resources – Strategies for Success**

Library, Tech Support, Tutoring, Writing Center, Advising, Bookstore, Resource Guide, Online Courses, other support resources: <http://learnonline.kennesaw.edu/resources/index.php>

Accessibility Statements or VPAT for Technologies: <https://softchalkcloud.com/lesson/serve/jV10GKPfztZwQn/html>

Academic and Student Services: <http://www.kennesaw.edu/currentstudents.php>

**Other Technical Resources**

- For D2L Technical Support: <http://uits.kennesaw.edu/>.

- D2L Privacy Statement: <http://www.brightspace.com/legal/privacy/>

- Blackboard Collaborate Support: <https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Blackboard%20Collaborate%20for%20Students.pdf>

- The Privacy Policies for External Tools: <http://www.blackboard.com/footer/privacy-center.aspx>

- Help Desk: studenthelpdesk@kennesaw.edu, phone 470-578-6999

- Walk-in Help: Marietta campus - bottom floor H-building just outside the double doors on the East side.

- Personal Laptop/Smart Phone Help:  <http://uits.kennesaw.edu/> or walk-in.

- Please remember to use the rules of Netiquette in any online communication environment.  <http://www.education.com/reference/article/netiquette-rules-behavior-internet>

**Academic Honesty/Integrity/Ethics Statement**

The high quality of education at Kennesaw State University is reflected in the credits and degrees its students earn.  ***All assignments that take place in and out of the classroom must be your own work and original for this course***. The protection of these high standards is crucial since the validity and equity of the University's grades and degrees depend upon it. Any student found to have violated any KSU academic honesty regulation after a hearing before a university hearing panel or before the Vice President for Student Success and Enrollment Services (or his/her designee) shall be suspended for at least one semester, unless the student persuades the deciding body that the circumstances of his or her behavior substantially mitigate the gravity of the violation. These regulations are designed to assist students in (1) developing appropriate attitudes about, and (2) understanding and following the university’s standards relating to academic honesty. The regulations protect students by helping them avoid committing infractions that may compromise the completion of their KSU degrees or damage their reputations.

***Student Conduct Pledge/Statement:****As a member of the Kennesaw State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct.*

**Types of Academic Misconduct:**

1) **Cheating:**  Receiving, attempting to receive, knowingly giving or attempting to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.) is considered cheating, as is engaging in any behavior that a professor prohibits as academic misconduct in the syllabus or class discussion. Unless specifically authorized, using and/or having access to electronic devices during an examination, quiz, test or other assessment is automatically considered cheating, regardless of the student’s reason for using/accessing the device;

2) **Plagiarism:** Including direct quotations from other sources into work required to be submitted

for credit without indicating them as such by quotation marks, block quotes or other appropriate formatting. Incorporating the work of someone (e.g. ideas, theories, data, figures, graphs, programs, electronic based information, illustrations, etc.) into a paper or project without due acknowledgement;

3) **Self-Plagiarism:**  Submitting any work for credit which was not authored specifically and originally for the assignment in question without the prior permission of the professor receiving that assignment. Most commonly, this means submitting the same, or substantially the same, paper or other assignment for credit in more than one class;

**4) Misrepresentation and/or Falsification:**Knowingly providing false information in completing University forms or applications (including admissions forms, scholarship applications, time sheets, false or counterfeit transcripts, etc.) or in any work submitted for credit. This includes providing fabricated/altered documents to substantiate an excused absence (such as to meet attendance requirements or have the chance to make**-**up a missed exam). Signing in for another student or having another individual sign in on a student’s behalf on an attendance sheet also constitutes a violation of this code section.

5) **Unauthorized Access to University Materials:**  Taking, attempting to take, stealing or in any unauthorized manner otherwise procuring, gaining access to, altering or destroying any material pertaining to the conduct of a class (including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, University grade records in written or computerized form, etc.).

6) Malicious**/Intentional Misuse of Computer Facilities/Services:**Maliciously or intentionally misusing university-controlled computer facilities and services. This includes violations of state and federal laws (e.g. copyright violations, unauthorized access to systems, alteration/damage/destruction, or attempted alteration/damage/destruction, use for profit, etc.) or a department's rules for computer usage (e.g. account violations, damage, or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.).

7) Malicious**Removal, Retention or Destruction of University Resource Materials**: Misplacing, taking, destroying any item or part of an item belonging to or in the protection of the University (or the attempt thereof) with the intention of bringing about an undue disadvantage in the academic pursuits of other Kennesaw State University students.

These examples of academic dishonesty shall not be construed to be comprehensive, and infractions will be dealt with on an individual basis according to university policies and procedures. It is the obligation of each student to assist in the enforcement of academic standards.

*See: The KSU Student Code of Conduct at**KSU Codes of Conduct-2015.pdf*

**Enforcement:**This policy is strictly enforced.  Please note, ***I reserve the right to select any paper and/or assignment that are turned in for a grade for plagiarism review.  Plagiarism review consists of running your paper/assignment through various search engines and databases at my disposal in order to check for “borrowed” or “bought” information. Students will be required to use TurnItIn.Com to have their papers reviewed for plagiarism.***If you are found in violation of academic dishonesty, then you will be subject to the enforcement policies and procedures, as outlined by the University and the Department.

**Disruption of the Classroom**

Faculty members are responsible for maintaining discipline in the classroom setting to the extent that all students in that class have an opportunity to participate in the learning process. Free exchange of ideas through appropriate dialogue is a necessary and important part of the learning process. Outside the classroom, other areas of the campus provide support services, which are also important to the total learning process. Sometimes the faculty or staff member may be confronted with a situation where the conduct of a particular student or students is so inappropriate that it impedes the natural and necessary learning process. All incidents of disciplinary violations of the KSU Student Code of Conduct outside of residence hall property shall be reported to the Department of Student Conduct and Academic Integrity (SCAI).

* If the situation is not imminently dangerous, the faculty or staff member may control the immediate situation by requiring the student(s) to meet specific criteria (not speaking during the remainder of the class period, leaving the classroom or office area immediately, etc.), or the faculty member may choose to dismiss the class for the remainder of the period to avoid a confrontation.
* In situations where a student's conduct is both disruptive and poses imminent danger to the health and safety of himself/herself or others, immediately contact the KSU Police at(470) 578-6666. The responding officer at the time of notification shall remove the student from the area immediately.
* Immediately report the incident to the SCAI Dept. and/or the Office of the Dean for Students and for possible handling under the "Interim Suspension" policy, described in Section III below.
* The SCAI officer will investigate the incident and will advise as to the appropriate course of action in each situation.
* See <http://scai.kennesaw.edu/students/general-info/conduct-violation.php> for more information.

**Student Records/FERPA**

Kennesaw State University adheres to the Family Educational Rights & Privacy Act of 1974 – FERPA. See the following link for more information:

<http://www.usg.edu/information_technology_handbook/section9/tech/9.5_privacy_and_security>

**Student Rights and Responsibilities**

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others. All rights and responsibilities may be found in the University Catalog at catalog.kennesaw.edu.

**Sexual Misconduct Policy**

Kennesaw State University adheres to KSU’s policy prohibiting sexual misconduct both in and out of the classroom.  Questions about this policy should be directed to the KSU Equal Employment Opportunity (EEO) and Title IX officer by telephone at (470) 578-2614. You may also visit the University’s EEO website <http://www.kennesaw.edu/eeo/index.html> for more information.

**Americans with Disabilities Act (ADA) – Support Services**

In compliance with applicable disability law, qualified students with a disability may be entitled to *reasonable accommodation*.Any student with a documented disability (hidden or visible) needing academic adjustments, including classroom or test accommodations is requested to notify the instructor within the first two weeks of the course.  Verification from KSU disAbled Student Support Services is required.  All discussions and documentation will remain confidential.

Disabled Student Support Services

James V. Carmichael Student Center Addition – 2nd Floor, Suite 267

470.578.6443

<http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>

Please visit the Student Disabilities Services website at [www.kennesaw.edu/stu\_dev/sds](http://www.kennesaw.edu/stu_dev/sds) for more information

**Copyright Law**

Kennesaw State University adheres to USG’s policy to respect the right of copyright. Holders and comply with copyright laws as set forth in the United States Copyright act.  For more information, see the following link to USG’s policy: <http://www.usg.edu/copyright/>

**Web Accessibility**

Kennesaw State University follows the guidelines of the Universal Design for Learning standard of web accessibility. Faculty use Word, PDF, and HTML formats when communicating electronic information to students whenever possible and appropriate in light of the goals of the course. Faculty are trained to use Web Accessibility Evaluation tools, e.g., WAVE ([www.wave.webaim.org](http://www.wave.webaim.org/)), and make adjustments as possible and appropriate in light of the goals of the course.  For free resources available to students on web accessibility, please visit the Web Accessibility Resources page at the Distance Learning Center:  [http://www.kennesaw.edu/dlc/facultyresources/index.php#](http://www.kennesaw.edu/dlc/facultyresources/index.php)

**Electronic Recording and Social Media**

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. Note: Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the DisAbled Student Support Services available at: <http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>