Academic Integrity: The seeking or giving of unauthorized help, or the use of unauthorized resources on exams, homework, or assignments is a violation of academic integrity and professors reserve the right to immediately fail the student for the course and file charges of academic dishonesty. Plagiarism and cheating will not be tolerated. Academic and professional honesty and integrity are defined in the Code of Students Rights, Responsibilities and Conduct, www.iu.edu/~code and the Standards of Professional Conduct.

Accommodation for Individuals with Disabilities
Indiana University is committed to creating a learning environment and academic community that promotes educational opportunities for all individuals, including those with disabilities. Course directors are asked to make reasonable accommodations, upon request by the student or the university, for such disabilities. It is the responsibility of students with documented physical or learning disabilities seeking accommodation to notify their course directors and the relevant campus office that deals with such cases in a timely manner concerning the need for such accommodation. Indiana University will make reasonable accommodations for access to programs, services, and facilities as outlined by applicable state and federal laws.

Any student who feels he or she may need academic accommodations should contact and register with Student Support Services. Student Support Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. For information call (219) 980-6942, or (219) 980-6941.
http://www.iun.edu/student-support/

Course load policy
Students should expect to devote at least nine hours per week to each three semester hour course—generally three hours in class and six hours for homework, term papers, and other assignments. Some courses require more hours, and in some cases, the efforts may be concentrated during certain portions of the semester.

Faculty will not consider the number of hours that a student works—either on a full-time or part-time basis—in developing curricula. Faculty will not accept outside employment as an excuse for inadequate performance or for late or non-completion of assignments. Students who feel that they must devote many hours to outside employment should take fewer courses.

Electronic policy
In consideration of your instructor and fellow classmates, it is inappropriate to text, answer your cell phone, listed to an iPod, or use any other electronic device that is not directly related to what is happening in the classroom. Please turn off your phone before class begins. Any electronic device that creates a distraction for the instructor or class will not be tolerated. No electronic devise may be used while taking an exam.

Flag System
This semester I will be using IU's Early Alert System to provide real-time feedback on your performance in this course. I may be entering data on factors such as your class attendance, participation, and success with coursework, among other things. This information will provide feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance. You will be able to access this information in the student center: OneStart > Student Services page > Student Center > My Academics and Grades > My Grades. If there is no entry, then no concerns have been reported about your academic performance.

Incomplete (I’s)
The grade “I” may be given only when the work of the courses is substantially completed and when the student’s work is of a passing quality. Incompletes will not be given for a failing grade.

Oncourse
This course will use Oncourse as a supplement. Course announcements and supplemental materials will be posted to Oncourse throughout the semester. Access to Oncourse is required for this course. It is the students’ responsibility to check the Oncourse site on a regular basis to obtain necessary information and materials in a timely manner. As a convenience, unofficial grades will be posted on Oncourse. Access to Oncourse is at http://oncourse.iu.edu

Program Assessment
The School of Business and Economics has incorporated several assessment procedures into our courses. Program assessment is important to ensure that we are providing you with the best education we can. One very important assessment tool we use is the ETS Major Fields Test, which is administered in our capstone courses (J403 and D511) and comprises a large part of your capstone grade. You will need to draw on your knowledge of all business disciplines to perform well on the ETS. We encourage you to keep your notes and study materials for these courses so that you can prepare for the ETS. In addition, for any assessment you complete, we request that you take the process seriously and do your best. Your performance influences not only you, but students to come.
Reserves Called to Active Duty
IU Northwest realizes students who are members of the U.S. armed forces may be called to active duty, specialized training, or as part of disaster relief efforts. Please consult the Military Withdrawal Policy on the Registrar’s website.
http://www.iun.edu/registrar/index.htm.

Student Contact Information
Student contact information must be kept current in order to receive important notices from IU Northwest. Your contact information is online via your OneStart account. Please check your local address, phone, and emergency contact information and revise as needed. Additional information is available under Emergency Preparedness of the IU Northwest home page. All important notices will be sent to your IU Northwest email address.

University Policies
It is your responsibility to be familiar with university and School and University Policies relating to withdrawals and incompletes. A student will receive an automatic “W” in the course if he or she officially withdraws by the automatic withdrawal date. Please consult the IU Northwest Undergraduate Bulletin for more information regarding withdrawals, refunds, and the impact of withdrawal on a student’s financial aid. The grade “I” may be given only when the work of the course is substantially completed and when the student’s work is of a passing quality. Incompletes will not be given for a failing grade.
Undergraduate School of Business policies can be found at http://www.iun.edu/bulletin/schools/business/undergraduate/policies/index.shtml
Graduate School of Business policies can be found at http://www.iun.edu/bulletin/schools/business/graduate/policies/index.shtml

Withdrawals from the class (drops)
A student will receive an automatic “W” in the course if he or she officially withdraws by the automatic withdrawal date. Please consult the IU Northwest Undergraduate Bulletin for more information regarding withdrawals, refunds, and the impact of withdrawal on a student’s financial aid.
Our Vision

“We will offer programs of business education of the highest quality in our region. Graduates will exhibit a broad set of skills, derived from a balanced curriculum and actual business experience. We will become a locally recognized center of business & economics research and an acknowledged resource for providing professional solutions to business problems and issues facing our service area.”

Our Mission

The Indiana University Northwest School of Business & Economics, a regional business school in the Indiana University system:

• Provides premier undergraduate business education to the citizens of northwest Indiana through AACSB International accredited programs.
• Offers balanced curricula based upon our distinctive competencies in leadership, teamwork and technology.
• Offers a work-friendly MBA program which focuses on executive leadership and teamwork.
• Serves both traditional and non-traditional commuter students in a richly diverse urban environment.

We value high quality teaching and recognize that business and economics research, whether applied, basic, or teaching-related, is essential to that end.

We are committed to promoting lifelong learning by offering business degrees and management development programs. We are dedicated to sustaining the vitality and supporting the economic development of our region by encouraging our faculty and students to engage in the community.

School Accreditation

The IU Northwest School of Business & Economics provides the highest quality business education to students in Northwest Indiana. The school is accredited by AACSB International which is the premier accreditation body for schools of business. AACSB Accreditation is widely regarded as the highest level of accreditation for business schools. Only 15% of business schools domestically and less than 5% of business schools internationally earn this prestigious certification of quality. Because of its AACSB International accreditation, the School offers its high achieving students membership in Beta Gamma Sigma, the International Business Honor Society.

The School earned Initial Accreditation in 2004 and was awarded Maintenance of Accreditation in 2009.

http://www.iun.edu/business/
Standards of Professional Conduct

Shared Values

The School of Business and Economics functions as both a learning environment and an academic community with the central functions of learning, teaching, and scholarship characterized by reasoned discourse, intellectual honesty, and mutual respect. The School of Business and Economics also supports The Shared Vision of Indiana University Northwest.

- *All members* of the School of Business and Economics community – students, faculty, staff - are expected to be courteous to one another in all oral and written interactions and to be considerate in their treatment towards each other.

- *All members* of this community are expected to show tolerance and respect for diversity, as defined by The Shared Vision. This also includes the understanding that there may be viewpoints, ideas, and opinions that differ from theirs and it’s acceptable to ‘agree to disagree.’

- *All members* of this community will honor the confidentiality and privacy of others.

- *All members* of this community will respect University property, as well as the physical and intellectual property of all others, when engaged in university-related activities.

- *All members* of this community are expected to refrain from harming others.

- *All members* of this community, when representing the School of Business and Economics, will do so in a positive manner with integrity, trustworthiness, honesty, and professional demeanor.

Governing Codes and Procedures

The rights, responsibilities, and conduct of students are defined and regulated by the *Indiana University Code of Student Rights, Responsibilities, and Conduct.*

The faculty in the School of Business and Economics follow specific guidelines set forth in the *Indiana University Academic Handbook,* specifically under the section entitled “Code of Academic Ethics."

The professional staff and the bi-weekly staff in the School of Business and Economics follow specific guidelines set forth in the *Indiana University Personnel Policies for Appointed Non-Union Support and Service Staff and Professional Staff.*

[http://www.iun.edu/bulletin/schools/business/overview/standards.shtml](http://www.iun.edu/bulletin/schools/business/overview/standards.shtml)