Colorado State University GLOBAL CAMPUS

COM420: STRATEGIC COMMUNICATION OF DATA ANALYSIS

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information: Faculty contact information and office hours can be found on the faculty profile page.

COURSE DESCRIPTION AND OUTCOMES

COURSE DESCRIPTION:

This course teaches the important skills of distinguishing types of data and communicating scientific and mathematical information in presentations by visualizing data. Students will learn ways to systematically collect, analyze, and interpret data, then translate technical, data-driven information to a lay audience. Students will examine how data analytics contributes to the formulation of policy decisions and the subsequent communication to stakeholders. Students will recognize how analytics applies to return on investment (ROI) within any career or field. Students prepare presentations using narrative strategies to create compelling, interesting talks based on data.

COURSE OVERVIEW:

In this interdisciplinary course situated between Management Information Systems & Information and Communication Management, students learn how to collect, analyze, and interpret data, then use narrative strategies to present the information in a compelling, comprehensible way to internal and external stakeholders. The course focuses on using visual communication, paired with the spoken presentation of technical information.

COURSE LEARNING OUTCOMES:

1. Explain the importance of data analysis, including descriptive and inferential statistics.
2. Distinguish types of data, including the characteristics of analytical models and statistical algorithms.
3. Employ data presentation approaches, including data visualization.
4. Model the systematic collection, analysis, and interpretation of data.
5. Evaluate the systematic collection, analysis, and interpretation of data designed to improve decisions about the organization.
6. Demonstrate data communication skills by delivering presentations for the specific context and audience.

PARTICIPATION & ATTENDANCE

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first seven days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

COURSE MATERIALS

Required:

Bhattacherjee, A. (2012). *Social science research: Principles, methods, and practices*. Retrieved from https://scholarcommons.usf.edu/oa_textbooks/3/

Nusserbaumer-Knaflic, C.N. (2015). *Storytelling with data*. New York, NY: Wiley. ISBN-13: 978-1119002253

Suggested:

Adams, J., Raeside, R., & Khan, H. T. A. (2014). *Research methods for business and social science students.* (2nd ed.). New Delhi: Sage Publications Pvt. Ltd.

NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

COURSE SCHEDULE

Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT, and peer responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Opening Exercises:** Take the Opening Exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The Opening Exercises will not affect your final grade.
- **Mastery Exercises:** Students may access and retake Mastery Exercises through the last day of class until they achieve the scores they desire.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.

WEEKLY READING AND ASSIGNMENT DETAILS

Readings
· Chapter 1 – "Science and Scientific Research" in *Social Science Research: Principles, Methods, and Practices.*
· Chapter 2 – "Thinking like a Researcher" in *Social Science Research: Principles, Methods, and Practices.*
· Introduction and Chapter 1 in *Storytelling with Data.*
· Duarte, N. (2015, June 16). The quick and dirty on data visualization. Retrieved from https://hbr.org/2014/04/the-quick-and-dirty-on-data-visualization?referral=03758&cm_vc=rr_item_page.top_right

As a CSU-Global student, you have access to the CSU-Global Library and various tutorials on researching. (As a matter of fact, your tuition pays for this service, so use it.) Looking at the following tutorials will help as you get started in your research:

· Library Tour: http://www.screencast.com/t/eDWVzpDaf08

· How to Search for Articles in EBSCO databases: http://screencast.com/t/tLVxsYcil8N

· How to Search for Articles in ProQuest databases: http://www.screencast.com/t/g3I8h2brSC

· How to Narrow a Search and Find Exactly What You Are Looking For: http://www.screencast.com/t/Ekm5oUT7r.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Portfolio Project Reminder (0 points)

Be sure to review the details of the Portfolio Project Description and Portfolio Project Rubric in the Module 8 section.

MODULE 2

Readings
· Ch. 6 in *Social Science Research: Principles, Methods, and Practices.*
· Ch. 9 in *Social science research: Principles, Methods, and Practices.*
· Ponto, J. (2015). Understanding and evaluating survey research. *Journal of the Advanced Practitioner in Oncology. 6*(2): 168-171. Retrieved from https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4601897/

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (70 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Writing Survey Questions—Consumer Survey

For this option, your job is to write *15 questions for a survey questionnaire* to explore people's *attitudes, preferences, or experience with a consumer product or service* of your choice. This may be something related to your work or something you are personally interested in.

Your questions should contain different scales and formats (e.g., Likert, semantic differential, rating, rank-order, and open-ended) and a mix of different measures (e.g., nominal, ordinal, interval, and ratio). In addition to the 150 topical questions, include *3-5 demographic questions* (e.g., age, gender, and income). Your survey should have a total of 18-20 questions.

Submit a paper that includes the following components:
- A short paragraph describing the specific topic of your survey
- 18-20 questions total
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

Option #2: Writing Survey Questions—Public Opinion Poll
For this option, create *15-20 questions for a survey questionnaire* to explore people's *attitudes/beliefs toward or knowledge of a(n) issue, policy, or idea* of your choice. This may be something related to your work or something you are personally interested in.

Your questions should contain different scales and formats (e.g., Likert, semantic differential, rating, rank-order, and open-ended) and a mix of different measures (e.g., nominal, ordinal, interval, and ratio). In addition to the 150 topical questions, include *3-5 demographic questions* (e.g., age, gender, and income). Your survey should have a total of 18-20 questions.

Submit a paper that includes the following components:
- A short paragraph describing the specific topic of your survey
- 18-20 questions total
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA
Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

Portfolio Milestone (25 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission. The milestone contributes to the progress of your Portfolio Project Assignment. Depending on the option you choose for your Portfolio Project, you should produce a statement of interest, accordingly.

Option #1: Statement of Interest
For this assignment, you will select the option and identify a topic for your Portfolio Project. There are two options available for your Portfolio Project. Go to the Module 8 folder, read both Portfolio Project Descriptions and the Portfolio Project Rubric, and then choose the option that interests you most.

Deliverables:
- A short statement of no more than 300 words describing:
  - The option that you chose
  - The potential topic(s) within this option that you would like to pursue
  - Why you chose this option/topic.
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA.

Option #2: Statement of Interest

For this assignment, you will select an option and identify a topic for your Portfolio Project. There are two options available for your Portfolio Project. Go to the Module 8 folder, read both Portfolio Project Descriptions and the Portfolio Project Rubric, and then choose the option that interests you most.

Deliverables:
- A short statement of no more than 300 words answering the following questions:
  - Which option did you choose?
  - What potential topic(s) within this option would you like to pursue?
  - Why did you choose this option/topic?
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA.

MODULE 3

Readings
- Chapter 8 – "Sampling" in *Social Science Research: Principles, Methods, and Practices.*
- Betts, A. (2017). *How to make a survey with Google docs forms.* Retrieved from https://business.tutsplus.com/tutorials/how-to-make-a-survey-in-google-docs--cms-20928
- Martinez-Mesa, J., Gonzalez-Chica, D., Duquia, R., Bonamigo, R., & Bastos, J. (2016). Sampling: how to select participants in my research study? *An Bras Dermatol, 91*(3): 326-330. Retrieved from https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4938277/

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (100 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Designing Online Survey—Consumer Survey

For this option, you are going to create an online survey that contains 18-20 questions to explore people's *attitudes, preferences, or experience with any consumer products or services*. This may be something related to your work or something you are personally interested in. You may build on the same topic and the list of questions you created in the Critical Thinking assignment in Module 2. This assignment has two parts.
Note: You will deploy this online survey to collect real data, so please keep this in mind when you consider your research topic and your research sample.

Part I. Survey Planning
In a short (2-3 pages, double-spaced) paper, briefly describe:
- Your research question or topic
- The population for your survey (i.e., who are you studying?)
- Your sample size (i.e., how many people do you expect to recruit?)
- Your sampling frame (if applicable)
- Your sampling method.

Make sure to provide explanations and justifications for your all your methodological choices.

Part II. Online Survey
Use Google Forms to create an online survey that includes all the necessary components of a survey, including:
- Introduction/instruction
- Actual questions
- Transition statements
- Concluding statement.

When completed, include the URL of your online survey in the short paper to submit to the instructor.

Deliverables:
- A 2-3 page short paper that includes your response in Part I and the URL from Part II
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

Option #2: Designing Online Survey—Public Opinion Poll

For this option, you are going to create an online survey that contains 18-20 questions to explore people's *attitudes/beliefs toward or knowledge of a(n) issue, policy, or idea* of your choice. This may be something related to your work or something you are personally interested in. You may build on the same topic and the list of questions you created in the Critical Thinking assignment in Module 2. This assignment has two parts.
Note: You will deploy this online survey to collect real data, so please keep this in mind when you consider your research topic and your research sample.

Part I. Survey Planning
In a short (2-3 pages double-spaced) paper, briefly describe:
- Your research question or topic
- The population for your survey (i.e., who are you studying?)
- Your sample size (i.e., how many people do you expect to recruit?)
- Your sampling frame (if applicable)
- Your sampling method.

Make sure to provide explanations and justifications for your all your methodological choices.

Part II. Online Survey
Use Google Forms to create an online survey that includes all the necessary components of a survey, including:
- Introduction/instruction
- Actual questions

- Transition statements
- Concluding statement.

When completed, include the URL of your online survey in the short paper to submit to the instructor.

Deliverables:
- A 2-3 page short paper that includes your response in Part I and the URL from Part II
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

MODULE 4

Readings
- Ch. 14 in *Social Science Research: Principles, Methods, and Practices.*
- Taylor, C. (2018). *The difference between descriptive and inferential statistics.* Retrieved from https://www.thoughtco.com/differences-in-descriptive-and-inferential-statistics-3126224

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Portfolio Milestone (25 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Portfolio Project Survey Distribution

For this assignment, you will distribute the online survey that you developed earlier to the research sample outlined by your plan.

Deliverables:
- A short paper (roughly 1-2 pages, double-spaced) describing:
  - How did you distribute your online survey (e.g., email or social media) and to whom? How many completed responses have you received?
  - What went well with the survey distribution process?
  - Any problems or challenges that you encountered in the process
  - Questions for the instructor or issues that you need help with.
- A cover page and a reference page
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

Option #2: Portfolio Project Survey Distribution

For this assignment, you will distribute the online survey that you developed earlier to the research sample outlined by your plan.

Deliverables:
- A short paper (roughly 1-2 pages, double-spaced) describing:

- o How did you distribute your online survey (e.g., email or social media) and to whom? How many completed responses have you received?
- o What went well with the survey distribution process?
- o Any problems or challenges that you encountered in the process
- o Questions for the instructor or issues that you need help with.
- A cover page and a reference page
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

MODULE 5

Readings
· Ch. 15 in *Social Science Research: Principles, Methods, and Practices.*
· Altman, N., & Krzywinski, M. (2015). Points of significance: Association, correlation and causation. *Nature methods, 12*(10), 899-900.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (100 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Data analysis—Consumer Survey
For this option, you are going to analyze the results from the consumer survey that you distributed. First, you will need to export your data from Google Forms into an Excel file. Then, using data analytic tools available to you, explore the dataset and report the following:

Part I. Descriptive Statistics
Pick a few variables that can describe the characteristics of your sample (e.g., age, gender, and other demographic factors) and calculate the following:
- Central tendency
- Frequency
- Dispersion
- Bivariate correlation between two variables.

Part II. Inferential Statistics
Pick a few variables from your dataset and conduct the following test:
- T-test (the difference between two means)
- One-way ANOVA (the difference between many means)
- Regression.

Deliverables:
- A short 2-3 page paper that reports your results in Part I and Part II
- A cover page and a reference page
- Follow the CSU-Global Guide to Writing and APA

- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

Option #2: Data analysis—Public Opinion Poll

For this option, you are going to analyze the results from the consumer survey that you distributed. First, you will need to export your data from Google Forms into an Excel file. Then, using data analytic tools available to you, explore the dataset and report the following:

Part I. Descriptive Statistics

Pick a few variables that can describe the characteristics of your sample (e.g., age, gender, and other demographic factors) and calculate the following:
- Central tendency
- Frequency
- Dispersion
- Bivariate correlation between two variables.

Part II. Inferential Statistics

Pick a few variables from your dataset and conduct the following test:
- T-test (the difference between two means)
- One-way ANOVA (the difference between many means)
- Regression.

Deliverables:
- A short 2-3 page paper that reports your results in Part I and Part II
- A cover page and a reference page
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

MODULE 6

Readings
- Ch. 2 in *Storytelling with Data.*
- Ch. 3 in *Storytelling with Data.*
- Ch. 4 in *Storytelling with Data.*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (100 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Data Visualization—Consumer Survey

For this option, you are going to visually present the consumer survey results that you reported in the previous CT assignment. Pick a few variables from your dataset and use Microsoft Excel (or similar software) to produce the following graphs:
1. Scatterplot

2. Column graph
3. Line graph
4. Bar graph
5. Stacked bar graph
6. Pie chart.

For each graph, write a short paragraph describing what the graph illustrates. Make sure you clearly label the variables and explain the relationships between them.

Deliverables:
- A short 2-3 paper that includes the charts and a short description for each
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

Option #2: Data Visualization—Public Opinion Poll

For this option, you are going to visually present the public opinion poll results that you reported in the previous CT assignment. Pick a few variables from your dataset and use Microsoft Excel (or similar software) to produce the following graphs:
1. Scatterplot
2. Column graph
3. Line graph
4. Bar graph
5. Stacked bar graph
6. Pie chart.

For each graph, write a short paragraph describing what the graph illustrates. Make sure you clearly label the variables and explain the relationships between them.

Deliverables:
- A short 2-3-page paper that includes the charts and a short description for each
- A cover page and a reference page (when applicable)
- Follow the CSU-Global Guide to Writing and APA
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

MODULE 7

Readings
- Ch. 5 in *Storytelling with Data.*
- Ch. 7 in *Storytelling with Data.*

- Dykes, B. (2016, May 02). Data storytelling: The essential data science skill everyone needs. *Forbes.* Retrieved from https://www.forbes.com/sites/brentdykes/2016/03/31/data-storytelling-the-essential-data-science-skill-everyone-needs/#ae7f3fc52ad4

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

<u>**Readings**</u>

· Ch. 8 in *Storytelling with Data.*

· Ch. 13 in *Social Science Research: Principles, Methods, and Practices.*

· Graue, C. (2015). Qualitative data analysis. *International Journal of Sales, Retailing & Marketing*, *4*(9), 5-14.

<u>**Opening Exercise (0 points)**</u>

<u>**Discussion (25 points)**</u>

<u>**Mastery Exercise (10 points)**</u>

<u>**Portfolio Project (300 points)**</u>

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Market Research

Imagine you are a research associate with Pacific Market Research, Inc. As part of the promotion process to the senior research associate, you have been asked to demonstrate your skills by developing a consumer research project to study people's *attitudes, preferences, or experience with a consumer product or service* of your choice.

Your job here is to:

- Develop and execute a consumer survey questionnaire with 18-20 questions on a product/service of your choice using Google Forms.
- Analyze survey results using descriptive and inferential statistics.
- Create basic visualizations based on your data.
- Present your research findings in a written report and in PowerPoint slides.

Deliverables:

1. **Written Report (200 points):** This report should provide an overview of what you have done in your survey and highlight the important findings. The report should contain the following sections:
   a. **Introduction:** Provide a brief overview of the research project. Describe what product/service you are focusing on and establish the rationale behind your choice.
   b. **Main topics:** Describe the main topics that you will examine in the context of this product/service in the survey. You do not need to discuss the specific survey questions here. Rather, focus on the broader topics and themes that you will address in the questionnaire.
   c. **Method:** Describe your sampling method and provide the demographic information of your sample.
   d. **Key findings:** Discuss key findings from data analysis. What did the data you collected through this survey tell you about consumer's attitudes, preferences, or experience with this product or service? *You must use statistics and data visualizations to support your points in this section.*
   e. **Conclusion:** Provide a brief conclusion to summarize your research and wrap up your report.
   f. **Appendix:** Attach a printout of your online survey and include it at the end of your report.

Your paper should be 5-7 pages in length, not including the title, reference, and appendix pages, with a minimum of five references. Make sure your writing conforms to the CSU-Global Guide to Writing and APA. The CSU-Global Library is a good place to find these references.

2. **PowerPoint Slides (100 points):** Your objective with the PowerPoint slides is to tell a compelling story based on your research project. The slides should not simply be a visual summary or a complete regurgitation of your written report. Rather, pick and choose some interesting aspects or information from your survey research to create a story that has a beginning, middle, and end. You are required to use statistics and data visualizations to support your arguments, but the key objective here is to demonstrate your storytelling skills. You are *not* expected to present the slides.

Your presentation should be 10-15 slides in length and include a slide with references formatted in APA style.

Option #2: Public Opinion Poll
Imagine you are a research associate with the Pew Research Center. As part of the promotion process to the senior research associate, you have been asked to demonstrate your skills by developing a consumer research project to study people's *attitudes/beliefs toward or knowledge of a(n) issue, policy, or idea* of your choice.

Your job here is to:
- Develop and execute a public opinion poll with 18-20 questions on a(n) issue, policy, or idea of your choice using Google Forms.
- Analyze survey results using descriptive and inferential statistics.
- Create basic visualizations based on your data.
- Present your research findings in a written report and in PowerPoint slides.

Deliverables:
1. **Written Report (200 points):** This report should provide an overview of what you have done in your survey and highlight the important findings. The report should contain the following sections:
   a. **Introduction:** Provide a brief overview of the research project. Describe what issue, policy, or idea you are focusing on and establish the rationale behind your choice.
   b. **Main topics:** Describe the main topics that you will examine in the context of this issue, policy, or idea in the survey. You do not need to discuss the specific survey questions here. Rather, focus on the broader topics and themes that you will address in the questionnaire.
   c. **Method:** Describe your sampling method and provide the demographic information of your sample.
   d. **Key findings:** Discuss key findings from data analysis. What did the data you collected through this survey tell you about people's attitudes/beliefs toward or knowledge of a(n) issue, policy, or idea? *You must use statistics and data visualizations to support your points in this section.*
   e. **Conclusion:** Provide a brief conclusion to summarize your research and wrap up your report.
   f. **Appendix:** Attach a printout of your online survey and include it at the end of your report.

Your paper should be 5-7 pages in length, not including the title, reference, and appendix pages, with a minimum of five references. Make sure your writing conforms to the CSU-Global Guide to Writing and APA. The CSU-Global Library is a good place to find these references.

2. **PowerPoint Slides (100 points):** Your objective with the PowerPoint slides is to tell a compelling story based on your research project. The slides should not simply be a visual summary or a complete regurgitation of your written report. Rather, pick and choose some interesting aspects or information from your survey research to create a story that has a beginning, middle, and end. You are required to use statistics and data visualizations to support your arguments, but the *key objective here is to demonstrate your storytelling skills.* You are *not* expected to present the slides.

Your presentation should be 10-15 slides in length and include a slide with references formatted in APA style.

Course Grading

20% Discussion Participation
0%   Opening Exercises
8%   Mastery Exercises
37% Critical Thinking Assignments
35% Final Portfolio Project

Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

IN-CLASSROOM POLICIES

For information on late work and incomplete grade policies, please refer to our **In-Classroom Student Policies and Guidelines** or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity
Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /repurposing your own work (see the CSU-Global Guide to Writing and APA for the percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the library and internet resources.

Citing Sources with APA Style
All students are expected to follow the CSU-Global Guide to Writing and APA when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the "APA Guide & Resources" link. A link to this document should also be provided within most assignment descriptions in your course.

Disability Services Statement
CSU-Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations.

Netiquette
Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.