



Software Design & Architecture (ENPM 613)

Sections 0101 and SW01

Term: Fall 2026

Professor: Dr. Tony D. Barber

Pronouns: he/him/his

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Email: TDBarber@umd.edu

Office Hours: Fridays, 12:00–6:00 p.m. ET (please reserve a slot at least 24 hours in advance so I can prepare)

Teaching Assistant: Not applicable for this course

Credits: 3

Course Dates: August 31, 2026 – December 11, 2026

Course Times: Mondays, 7:00–9:40 p.m. ET

Course Format: In person and online; live sessions are recorded for asynchronous viewing

Classroom: J.M. Patterson Building (JMP) 3201, and online

Final Exam Period: December 14–21, 2026 — no final exam is scheduled for this course

Canvas/ELMS: [ENPM 613 course site in ELMS-Canvas](#)

Course Description

This course covers the software design process, from understanding the need or problem, to creating suitable architecture and detailed design solutions, to preserving and evolving the design during implementation and maintenance.

The main study topics include requirements analysis models; user centered design; architecture design through decomposition and composition; architecture styles and architecture tactics for supporting quality attributes such as security and usability; design for reuse and with reuse; detailed design object-oriented principles (such as SOLID) and design patterns; approaches for evaluating, comparing, and selecting design solutions; standard notations for documenting architecture views, detailed design, and analysis models; and industry standards for creating design deliverables.

You will acquire not only technical knowledge, but also the soft skills this work depends on: communication, collaboration, critical thinking, leadership, negotiation, and time management.

Prerequisites

This course is part of the core curriculum for the Software Engineering specialization of the Professional Master of Engineering Program and the Graduate Certificate in Engineering, and typically follows ENPM 611 and ENPM 612. It is also open to students in other specializations who have an appropriate background.

- ENPM 611 (or equivalent)
- Permission of ENGR — Maryland Applied Graduate Engineering (MAGE)
- Proficiency in software development and programming

Learning Outcomes

ENPM 613 teaches industry best practices and their application to designing and implementing software in a business setting, alongside the soft skills software engineers need. After successfully completing this course, you will be able to:

- Define the concepts of user centered design, software architecture and detailed design, and building-in software quality
- Apply engineering principles, methods, techniques, tools, and industry standard notations for developing and documenting software design
- Analyze and evaluate software design
- Implement and deliver software in accordance with its design, in a team environment
- Identify software design problems, propose adequate solutions, and analyze their benefits, cost, and limitations

Course Materials

Required Resources

Textbook: Introduction to Software Engineering Design: Processes, Principles and Patterns with UML 2, by Christopher Fox. Addison Wesley, first edition (2007). ISBN 0-321-41013-0. Required.

Application/Software: A diagramming tool is required for the UML and architecture documentation work in this course. Either of the following is acceptable, and both are free to you — use whichever suits how you work:

- **Lucidchart** — a visual, drag-and-drop diagram editor, available at no cost through [TERPware](#).
- **PlantUML** — a text-based tool that renders UML diagrams from plain-text descriptions, which makes diagrams easy to version-control and review alongside code. Use it in the browser at [plantuml.com](#) or install it locally.

Estimated cost of required course materials: Textbook price varies; check the University Book Store or a retailer. Both diagramming tools are free. Most other course material is provided by the school at no charge — see ELMS-Canvas for details.

Supplemental Resources (no purchase required)

- Readings: None
- Hardware and software: None

Course Structure

ENPM 613 meets on Mondays, 7:00–9:40 p.m. ET. You may attend in person in J.M. Patterson Building (JMP) 3201 or online, and all sessions are recorded so that you can also review them asynchronously.

Attending in person

On-campus students meet at the scheduled time in J.M. Patterson Building (JMP) 3201. Come prepared to engage with the lecture and materials. Students on an F-1 visa enrolled in the on-campus section are required to attend in person; if you have a conflict on a particular day, please reach out to me in advance.

Attending live online

To attend synchronously online, log in to ELMS-Canvas at the scheduled class time and select “Zoom” or “Video Conference” from the course menu. That opens the live classroom. Join with your camera on when you are able, and use the chat or raise-hand feature to take part in discussion.

Reviewing asynchronously

All lectures are recorded and posted to ELMS-Canvas under “Panopto Recordings / Video Lectures” within 24 hours of the class meeting. If you cannot attend live, watch the recording promptly rather than letting it accumulate — each week builds on the last. Asynchronous students are still expected to participate through the discussion boards and to meet every posted deadline.

Whichever way you attend, participation is expected and graded on the same terms.

How this course is taught

This course uses a **flipped learning model**.

Before each class

- Watch the pre-recorded lecture videos and study the slides and other assigned material
- Submit questions about the material
- Take the quizzes, answer the questions, and complete the exercises for that week's topic

During each class session

- We review the most important points in the material and elaborate as needed
- We address the most frequently asked and most relevant questions
- We do hands-on work — pair and group exercises — and discuss class work and homework

Throughout the semester

- Participate in ELMS-Canvas discussions
- Learn through independent study and team work
- Complete the assessments: quizzes, lecture questions, a midterm exam, and a team software design and implementation project

For the group project, every student must contribute fairly to all activities and deliverables. Your team keeps a **Progress Tracker** — updated weekly and submitted as a required part of every project assignment. It is the record of who did what and when, and it is graded within each assignment rather than on its own.

The midterm exam is closed book and closed notes. There is no final exam.

Distance Education Support

Students attending or reviewing this course online are supported by Distance Education Technology Services (DETS) in the College of Engineering. Contact DETS directly for help with Zoom, Panopto recordings, and course technology:

- Technical support: dets-support@umd.edu
- General information: dets-info@umd.edu

- Canvas support: engr-canvas@umd.edu
- Phone: 301-405-4907 (from an on-campus phone, dial x5-4907)
- In person: 2125 J.M. Patterson Building, College Park

Communication Guidelines

Communicating with the Instructor

My goal is to be readily available to you throughout the semester. I can be reached by email at TDBarber@umd.edu. Please do not email me with questions that are answered in this syllabus or on ELMS-Canvas (for example, when an assignment is due or how much it is worth), but please do reach out about personal, academic, and intellectual questions or concerns.

All course communication is handled through Canvas Messaging in the University of Maryland Electronic Learning Management System (ELMS). Please use it rather than personal email so that your message is logged with the course.

When you email me, please put “**ENPM 613 (Section 0101): Your Topic**” in the subject line. That flags your message and lets me respond more quickly. I will do my best to respond within 24 hours.

Additionally, please review [These tips for 'How to email a professor'](#). By following these guidelines, you will be ensured to receive a timely and courteous response.

Finally, if you need to discuss issues not appropriate for the classroom and/or an email, we can arrange to talk by phone, over Zoom, or in person. Send me an email asking for a meeting and we can set something up.

Announcements

I will send IMPORTANT messages, announcements, and updates through ELMS-Canvas. To ensure you receive this information in a timely fashion, make sure your email and announcement notifications (including changes in assignments and/or due dates) are enabled in ELMS-Canvas ([How to change notification settings in CANVAS](#)).

Log into our ELMS-Canvas course site at least once every 24-hour period to check your inbox and the Announcements page.

Names/Pronouns and Self-Identifications

The University of Maryland recognizes the importance of a diverse student body, and we are committed to fostering inclusive and equitable classroom environments. I invite you, if you wish, to tell us how you want to be referred to in this class, both in terms of your name and your pronouns (he/him, she/her, they/them, etc.). Keep in mind that the pronouns someone uses are not necessarily indicative of their gender identity. Visit trans.umd.edu to learn more.

Additionally, it is your choice whether to disclose how you identify in terms of your gender, race, class, sexuality, religion, and dis/ability, among all aspects of your identity (e.g., should it come up in classroom conversation about our experiences and perspectives) and should be self-identified, not presumed or imposed. I will do my best to address and refer to all students accordingly, and I ask you to do the same for all of your fellow Terps.

Communicating with your Peers

With a diversity of perspectives and experience, we may find ourselves in disagreement and/or debate with one another. As such, it is important that we agree to conduct ourselves in a professional manner and that we work

together to foster and preserve a virtual classroom environment in which we can respectfully discuss and deliberate controversial questions. I encourage you to confidently exercise your right to free speech—bearing in mind, of course, that you will be expected to craft and defend arguments that support your position. Keep in mind, that free speech has its limit and this course is NOT the space for hate speech, harassment, and derogatory language. I will make every reasonable attempt to create an atmosphere in which each student feels comfortable voicing their argument without fear of being personally attacked, mocked, demeaned, or devalued.

Any behavior (including harassment, sexual harassment, and racially and/or culturally derogatory language) that threatens this atmosphere will not be tolerated. Please alert me immediately if you feel threatened, dismissed, or silenced at any point during our semester together and/or if your engagement in discussion has been in some way hindered by the learning environment.

Netiquette Policy

Netiquette is the social code of online classes. Students share a responsibility for the course's learning environment. Creating a cohesive online learning community requires learners to support and assist each other. To craft an open and interactive online learning environment, communication has to be conducted in a professional and courteous manner at all times, guided by common sense, collegiality and basic rules of etiquette.

Grading

Grade Breakdown

Learning Assessment	Number	Points Each	Category Total	Category Weight
Quizzes	12	5–36	219	20%
Software Design Project	5	120	600	50%
Midterm Exam (two parts)	2	40 and 60	100	20%
Lecture Questions	12	5	60	10%
Total	31	—	979	100%

Course Assignments

How due dates work in this course

Quizzes and discussion questions are assigned during a class meeting and are due one week later, at 11:59 p.m. ET on the same weekday. Major deliverables — project assignments — are due on Fridays at 11:59 p.m. ET. Exams are released on a class day and are due one week later. Where a due date would otherwise fall during Fall Break or Thanksgiving Recess, it moves to the next class meeting; every such case is marked in the course schedule.

Quizzes

Twelve quizzes worth 219 points in total and 20% of your final grade. Each is assigned in class and due the following Monday at 11:59 p.m. ET. Points vary with the size of the topic.

Quiz	Points	Due
Syllabus Quiz	5	Monday, September 14

Quiz	Points	Due
Code of Ethics and Professional Conduct Quiz	7	Monday, September 14
Project Management Quiz	10	Monday, September 21
Requirements Analysis Quiz	21	Monday, September 28
Software Quality Attributes Quiz	10	Monday, October 5
User Centered Design Quiz	24	Monday, October 19 (extended over Fall Break)
Architecture and Design Concepts Quiz	18	Monday, October 26
Architecture Design Quiz	36	Monday, November 2
Architecture Documentation Quiz	25	Monday, November 9
Architecture Evaluation Quiz	20	Monday, November 23
Detailed Design Quiz	30	Monday, November 30
Software Implementation Quiz	13	Monday, November 30
Total	219	—

Software Design Project

The team project runs the whole semester and is half your grade — 600 points across five project assignments, each worth 120 points: 100 points for the deliverable itself and 20 points for the Progress Tracker submitted with it. Every deliverable builds on the one before it. Project assignments are due on Fridays at 11:59 p.m. ET.

Project Assignment	Deliverable	Progress Tracker	Total	Due
PA 1 — Project Management Plan (PMP)	100	20	120	Friday, October 9
PA 2 — Software Requirements Specification (SRS)	100	20	120	Friday, October 30
PA 3 — Software Architecture Document (SAD)	100	20	120	Friday, November 20
PA 4 — Software Architecture and Detailed Design (SADD)	100	20	120	Friday, December 11
PA 5 — Software Project Final Presentations	100	20	120	Presented in class November 30 and December 7; materials due Friday, December 11
Total	500	100	600	—

The Progress Tracker is not a stand-alone assignment. It is a required part of every project assignment: a project assignment submitted without a current Progress Tracker is incomplete and forfeits those 20 points. The

expectation is genuine weekly updates showing who did what and when, not a reconstruction written the night before the deliverable is due.

Midterm Exam

The midterm is worth 100 points and 20% of your final grade, and comes in two parts taken together. It is released in class on Monday, November 9 and both parts are due Monday, November 16 at 11:59 p.m. ET.

Part	Points	Due
Part I — Conceptual Knowledge	40	Monday, November 16
Part II — Scenario-Based	60	Monday, November 16
Total	100	—

There is no final exam in this course. **PA 5 — Software Project Final Presentations** is the closing assessment: your team presents in class on Monday, November 30 and Monday, December 7, with materials due Friday, December 11. Nothing is scheduled during the University final examination period.

Lecture Questions

Twelve discussion posts in ELMS-Canvas, 5 points each, 60 points in total and 10% of your final grade. Each is assigned in class and due the following Monday at 11:59 p.m. ET. These are the questions that shape what we spend class time on, so post before the session that follows.

Discussion	Points	Due
Student Introduction for Team Formation	5	Monday, September 14
Discussion 1 — Project Management	5	Monday, September 21
Discussion 2 — Requirements Analysis	5	Monday, September 28
Discussion 3a — Quality Attributes	5	Monday, October 5
Discussion 3b — Quality Attributes	5	Monday, October 5
Discussion 4 — User Centered Design	5	Monday, October 19 (extended over Fall Break)
Discussion 5 — Architecture and Design Concepts	5	Monday, October 26
Discussion 6 — Architecture Design	5	Monday, November 2
Discussion 7 — Architecture Documentation	5	Monday, November 9
Discussion 8 — Architecture Evaluation	5	Monday, November 23
Discussion 9 — Detailed Design	5	Monday, November 30
Discussion 10 — Implementation	5	Monday, November 30
Total	60	—

Grading of Assignments

All assignments are graded against a predetermined set of criteria — a rubric — that will be shared with you before the assignment is due.

To progress satisfactorily in this class you need timely feedback, so I aim to grade all assignments within one week of their due date. If an assignment is taking longer than expected to grade, I will let you know when you can expect to see your grade.

Grade Computation

All assessment scores will be posted on ELMS/Canvas page. If you would like to review any of your grades (including the exams), or have questions about how something was scored, please email me to schedule a time for us to meet and discuss.

It is expected that you will submit work by the deadline listed in the syllabus and/or on ELMS-Canvas. Late work will be penalized according to the late work policy described in the **Course Policies and Procedures** section below.

Grade Disputes: I am happy to discuss any of your grades with you, and if I have made a mistake, I will immediately correct it. Any formal grade disputes must be submitted in writing and within one week of receiving the grade.

Final letter grades are assigned based on the percentage of total assessment points earned. To be fair to everyone I have to establish clear standards and apply them consistently, so please understand that being close to a cutoff is not the same as making the cut (89.99 $\neq$ 90.00). It would be unethical to make exceptions for some and not others.

Final Grade Cutoffs

Letter Grade	Cutoff
A+	97.00%
A	93.00%
A-	90.00%
B+	87.00%
B	83.00%
B-	80.00%
C+	77.00%
C	73.00%
C-	70.00%
D+	67.00%
D	63.00%
D-	60.00%
F	Below 60.0%

Course Schedule

Week	Class Date	Topics	HW and Due Dates
1	Monday, August 31, 2026	Introduction and Overview	Assigned: Syllabus Quiz (5 pts), Code of Ethics and Professional Conduct Quiz (7 pts), Student Introduction for Team Formation (5 pts) All due Monday, September 14

Week	Class Date	Topics	HW and Due Dates
2	Monday, September 7, 2026	NO CLASS — Labor Day	—
3	Monday, September 14, 2026	Project Management	Due: Syllabus Quiz, Code of Ethics Quiz, Student Introduction Assigned: Project Management Quiz (10 pts), Discussion 1 — Project Management (5 pts) Both due Monday, September 21
4	Monday, September 21, 2026	Requirements Analysis	Due: Project Management Quiz, Discussion 1 Assigned: Requirements Analysis Quiz (21 pts), Discussion 2 — Requirements Analysis (5 pts) Both due Monday, September 28
5	Monday, September 28, 2026	Software Quality Attributes as Design Drivers	Due: Requirements Analysis Quiz, Discussion 2 Assigned: Software Quality Attributes Quiz (10 pts), Discussion 3a and 3b — Quality Attributes (5 pts each) All due Monday, October 5
6	Monday, October 5, 2026	User Centered Design	Due: Software Quality Attributes Quiz, Discussion 3a, Discussion 3b Assigned: User Centered Design Quiz (24 pts), Discussion 4 — User Centered Design (5 pts) Both due Monday, October 19 (extended over Fall Break) PA 1 — Project Management Plan (120 pts, including the required Progress Tracker) due Friday, October 9
7	Monday, October 12, 2026	NO CLASS — Fall Break	—
8	Monday, October 19, 2026	Software Architecture and Design Concepts	Due: User Centered Design Quiz, Discussion 4 Assigned: Architecture and Design Concepts Quiz (18 pts), Discussion 5 (5 pts) Both due Monday, October 26
9	Monday, October 26, 2026	Software Architecture Design	Due: Architecture and Design Concepts Quiz, Discussion 5

Week	Class Date	Topics	HW and Due Dates
			Assigned: Architecture Design Quiz (36 pts), Discussion 6 (5 pts) Both due Monday, November 2 PA 2 — Software Requirements Specification (120 pts, including the required Progress Tracker) due Friday, October 30
10	Monday, November 2, 2026	Software Architecture Documentation	Due: Architecture Design Quiz, Discussion 6 Assigned: Architecture Documentation Quiz (25 pts), Discussion 7 (5 pts) Both due Monday, November 9
11	Monday, November 9, 2026	Midterm Exam	Due: Architecture Documentation Quiz, Discussion 7 Midterm Exam released — Part I Conceptual Knowledge (40 pts) and Part II Scenario-Based (60 pts) Both parts due Monday, November 16
12	Monday, November 16, 2026	Software Architecture Evaluation, Evolution, and Other Considerations	Due: Midterm Exam, Parts I and II Assigned: Architecture Evaluation Quiz (20 pts), Discussion 8 (5 pts) Both due Monday, November 23 PA 3 — Software Architecture Document (120 pts, including the required Progress Tracker) due Friday, November 20
13	Monday, November 23, 2026	Software Detailed Design; Implementation, Testing, and Deployment	Due: Architecture Evaluation Quiz, Discussion 8 Assigned: Detailed Design Quiz (30 pts), Software Implementation Quiz (13 pts), Discussion 9 (5 pts), Discussion 10 (5 pts) All due Monday, November 30
14	Monday, November 30, 2026	Final Presentations, Part I	Due: Detailed Design Quiz, Software Implementation Quiz, Discussion 9, Discussion 10

Week	Class Date	Topics	HW and Due Dates
15	Monday, December 7, 2026	Final Presentations, Part II	PA 4 — Software Architecture and Detailed Design (120 pts) and PA 5 — Final Presentations (120 pts) due Friday, December 11, each including the required Progress Tracker
16	Reading Day: Saturday, December 12, 2026; Final Examination Period: December 14–21, 2026	No regular class meetings. There is no final exam in this course.	

Note: This is a tentative schedule, and subject to change as necessary – monitor ELMS-Canvas for current deadlines. In the unlikely event of a prolonged university closing, or an extended absence from the university, adjustments to the course schedule, deadlines, and assignments will be made based on the duration of the closing and the specific dates missed.

Course Policies and Procedures

The University of Maryland's conduct policy indicates that course syllabi should refer to a webpage of course-related policies and procedures. For a complete list of graduate course related policies, visit the [Graduate School website](#). Below are course-specific policies and procedures which explain how these Graduate School policies will be implemented in this class.

Satisfactory Performance

The Graduate School expects students to take full responsibility for their academic work and academic progress. The student, to progress satisfactorily, must meet all the academic requirements of this course. Additionally, each student is expected to complete all readings and any preparatory work before each class session, come to class prepared to make substantive contributions to the learning experience, and to proactively communicate with the instructor when challenges or issues arise.

Questions about Assignments

Please ask any questions you have about an assignment by noon the day before it is due. Questions asked after that may not be answered in time for you to act on the answer.

Late Work Policy

Assignments should be completed by the due date and time listed with the assignment, on the syllabus, and/or in the course calendar. If you are unable to complete an assignment by the stated due date, it is your responsibility to contact your instructor to discuss an extension, at least 24 hours BEFORE the assignment is due. Extensions are not guaranteed, but may be granted at the instructor's discretion.

Assignments submitted late will receive a 10% deduction in total grade per each calendar day late up to a maximum of three days late (i.e., there is a maximum of a 30% grade reduction for assignments submitted late). Work submitted more than three days late will not receive feedback and will automatically earn a grade of zero. If your failure to turn your work in on time was due to a University excused absence, please contact your instructor and make-up work can be arranged.

Responsible Use of Generative AI

Generative AI tools (for example, ChatGPT, Claude, or GitHub Copilot) are increasingly common in engineering practice and in engineering education. In this course you are expected to use them ethically and in ways that support your own learning, uphold academic integrity, and meet the course objectives.

Permitted uses of AI tools in this course

You may use generative AI tools to:

- Brainstorm initial ideas or outline an assignment
- Understand a difficult engineering concept — asking for an explanation or a worked example
- Get sentence-level writing help, such as grammar or clarity improvements
- Get debugging support on coding work, provided you still understand and can explain your code

Prohibited uses of AI tools in this course

You may not use generative AI tools to:

- Complete graded assignments, problem sets, or projects unless explicitly permitted
- Generate solutions to coding or engineering problems without understanding and verifying the output
- Write full sections of reports, papers, or lab assignments
- Submit AI-generated work as your own without proper citation or my approval

It is your responsibility to make sure any use of AI meets the expectations above. Misuse of AI tools may constitute academic dishonesty and will be handled accordingly (see Academic Integrity, below). Please familiarise yourself with the [University-approved AI tools](#) and the University's [guidelines on responsible AI use](#). If you are unsure whether a particular use of AI is appropriate, ask before you proceed rather than after.

Academic Integrity

For this course, some of your assignments will be collected via Turnitin on ELMS/Canvas. I have chosen to use this tool because it can help you improve your scholarly writing and help me verify the integrity of student work. For information about Turnitin, how it works, and the feedback reports you may have access to, visit [Turnitin Originality Checker for Students](#)

The University's Code of Academic Integrity is designed to ensure that the principles of academic honesty and integrity are upheld. In accordance with this code, the University of Maryland does not tolerate academic dishonesty. Please ensure that you fully understand this code and its implications because all acts of academic dishonesty will be dealt with in accordance with the provisions of this code. All students are expected to adhere to this Code. It is your responsibility to read it and know what it says, so you can start your professional life on the right path. **As future professionals, your commitment to high ethical standards and honesty begins with your time at the University of Maryland.**

It is important to note that course assistance websites, such as CourseHero, or AI generated content are not permitted sources, unless the instructor explicitly gives permission. Material taken or copied from these sites can be deemed unauthorized material and a violation of academic integrity. These sites offer information that might be

inaccurate or biased and most importantly, relying on restricted sources will hamper your learning process, particularly the critical thinking steps necessary for college-level assignments.

Additionally, students may naturally choose to use online forums for course-wide discussions (e.g., Group lists or chats) to discuss concepts in the course. However, **collaboration on graded assignments is strictly prohibited unless otherwise stated**. Examples of prohibited collaboration include: asking classmates for answers on quizzes or exams, asking for access codes to clicker polls, etc. Please visit the [Office of Graduate Studies' full list of campus-wide policies](#) and reach out if you have questions.

Finally, on each exam or assignment you must write out and sign the following pledge: ***"I pledge on my honor that I have not given or received any unauthorized assistance on this exam/assignment."***

If you ever feel pressured to comply with someone else's academic integrity violation, please reach out to me straight away. Also, ***if you are ever unclear*** about acceptable levels of collaboration, ***please ask!***

To help you avoid unintentional violations, ***the following table*** lists levels of collaboration that are acceptable for each graded exercise. Each assignment will contain more specific information regarding acceptable levels of collaboration.

Assignment Type	 OPEN NOTES	 READ BOOK	 LEARN ONLINE	 GATHER CONTENT WITH AI	 ASK FRIENDS	 WORK IN GROUPS
Quizzes	Yes	Yes	Yes	No	No	No
Lecture Questions	Yes	Yes	Yes	No	No	No
Software Design Project	Yes	Yes	Yes	Yes	Yes	Yes
Midterm Exam (both parts)	No	No	No	No	No	No

Course Evaluation

Please submit a course evaluation through Student Feedback on Course Experiences in order to help faculty and administrators improve teaching and learning at Maryland. All information submitted to Course Experiences is confidential. Campus will notify you when Student Feedback on Course Experiences is open for you to complete your evaluations at the end of the semester. Please go directly to the [Student Feedback on Course Experiences](#) to complete your evaluations. By completing all of your evaluations each semester, you will have the privilege of accessing through Testudo the evaluation reports for the thousands of courses for which 70% or more students submitted their evaluations.

Religious Observance

It is the student's responsibility to inform the instructor of any intended absences for religious observances in advance. Notice should be provided as soon as possible but no later than the end of the schedule adjustment period.

Copyright Notice

Course materials are copyrighted and may not be reproduced for anything other than personal use without written permission.

Tips for Succeeding in this Course

1. **Participate.** I invite you to engage deeply, ask questions, and talk about the course content with your classmates. You can learn a great deal from discussing ideas and perspectives with your peers and professor. Participation can also help you articulate your thoughts and develop critical thinking skills.
2. **Manage your time.** Students are often very busy, and I understand that you have obligations outside of this class. However, students do best when they plan adequate time that is devoted to course work. Block your schedule and set aside plenty of time to complete assignments including extra time to handle any technology related problems.
3. **Login regularly.** I recommend that you log in to ELMS-Canvas several times a week to view announcements, discussion posts and replies to your posts. You may need to log in multiple times a day when group submissions are due.
4. **Do not fall behind.** This class moves at a quick pace and each week builds on the previous content. If you feel you are starting to fall behind, check in with the instructor as soon as possible so we can troubleshoot together. It will be hard to keep up with the course content if you fall behind in the pre-work or post-work.
5. **Use ELMS-Canvas notification settings.** Pro tip! Canvas ELMS-Canvas can ensure you receive timely notifications in your email or via text. Be sure to enable announcements to be sent instantly or daily.
6. **Ask for help if needed.** If you need help with ELMS-Canvas or other technology, IT Support. If you are struggling with a course concept, reach out to me and your classmates for support.

Student Resources and Services

Taking personal responsibility for your learning means acknowledging when your performance does not match your goals and doing something about it. I hope you will come talk to me so that I can help you find the right approach to success in this course, and I encourage you to visit the [Counseling Center's Academic Resources](#) to learn more about the wide range of resources available to you. Below are some additional resources and services commonly used by graduate students. For a more comprehensive list, please visit the Graduate School's [Campus Resources Page](#).

Accessibility and Disability Services

The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. The University of Maryland is also committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination. The [Accessibility & Disability Service \(ADS\)](#) provides reasonable accommodations to qualified individuals to provide equal access to services, programs and activities. ADS cannot assist retroactively, so it is generally best to request accommodations several weeks before the semester begins or as soon as a disability

becomes known. Any student who needs accommodations should contact me as soon as possible so that I have sufficient time to make arrangements.

For assistance in obtaining an accommodation, contact Accessibility and Disability Service at 301-314-7682, or email them at adsfrontdesk@umd.edu. Information about [sharing your accommodations with instructors, note taking assistance](#) and more is available from the [Counseling Center](#).

Writing Center

Everyone can use some help sharpening their communication skills (and improving their grade) by visiting [The Graduate School's Writing Center](#) and schedule an appointment with them. Additionally, international graduate students may want to take advantage of the Graduate School's free [English Editing for International Graduate Students \(EEIGS\) program](#).

Health Services

The University offers a variety of physical and mental health services to students. If you are feeling ill or need non-emergency medical attention, please visit the [University Health Center](#).

If you feel it would be helpful to have someone to talk to, visit [UMD's Counseling Center](#) or [one of the many other mental health resources on campus](#).

Notice of Mandatory Reporting

Notice of mandatory reporting of sexual assault, sexual harassment, interpersonal violence, and stalking: As a faculty member, I am designated as a "Responsible University Employee," and I must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to UMD's Title IX Coordinator per University Policy on Sexual Harassment and Other Sexual Misconduct.

If you wish to speak with someone confidentially, please contact one of UMD's confidential resources, such as [CARE to Stop Violence](#) (located on the Ground Floor of the Health Center) at 301-741-3442 or the [Counseling Center](#) (located at the Shoemaker Building) at 301-314-7651.

You may also seek assistance or supportive measures from UMD's Title IX Coordinator, Angela Nastase, by calling 301-405-1142, or emailing titleIXcoordinator@umd.edu.

To view further information on the above, please visit the [Office of Civil Rights and Sexual Misconduct](#).

Basic Needs Security

If you have difficulty affording groceries or accessing sufficient food to eat every day, or lack a safe and stable place to live, please visit [UMD's Division of Student Affairs website](#) for information about resources the campus offers you and let me know if I can help in any way.

Veteran Resources

UMD provides some additional supports to our student veterans. You can access those resources at the office of [Veteran Student life](#) and the [Counseling Center](#). Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the instructor.