

Spring 2026 ITLS-4110

Product and Project Management

Credits: 3 units

Delivery Method: Online (Asynchronous)

Course Description

This course helps students understand and use key product management concepts and practices involved in building technology products. It also covers the basics of project management and how it supports the product development process.

Students will learn to think from the customer's perspective, clearly define real problems to solve, develop innovative product ideas, and create strong value propositions. These skills are used at the early stages of developing new products or services.

This is an asynchronous course with no set meeting time. However, students are required to meet with their groups during the semester at times agreed upon by the group.

Learning Objectives

Upon successful completion of this course, students will be able to:

1. Gain a basic understanding of Project Management and Product Development.
2. Develop specific skills, competencies, and perspectives used by professionals in Product and Project Management (e.g., conceiving, describing, and planning new product ideas).
3. Apply course concepts (e.g., defining a product concept, identifying product requirements, etc.)
4. Develop creative capacities for product ideation and development.

Instructor

Saría López-Fierro

Email: sariah.lopezferro@usu.edu (email is the quickest way to reach me.)

Office Hours: By appointment

Course Materials

Primary Text:

- *Inspired: How to Create Tech Products Customers Love* by Marty Cagan
 - You can find it on [Amazon \(https://www.amazon.com/dp/B077NRB36N\)](https://www.amazon.com/dp/B077NRB36N)

Other Texts:

- *The Product Book* by Josh Anon

- You can find it on [Amazon](https://www.amazon.com/Product-Book-Become-Great-Manager-ebook/dp/B071HFBGXR/ref=sr_1_1?crid=2G13NESUJCQSM&dib=eyJ2ljojMSJ9.IVPcaDozVn0eMqOyxANPsMTeFmom00goeldtQ1q8vDY.Dt4789i8-AwTv3FH7eNViSZbz1fS22OXJegblX3rPo0&dib_tag=se&keywords=The+Product+Book+by+Josh+Anon&qid=1766459724&s=digital-text&sprefix=the+product+book+by+josh+anon%2Cdigital-text%2C209&sr=1-1) (https://www.amazon.com/Product-Book-Become-Great-Manager-ebook/dp/B071HFBGXR/ref=sr_1_1?crid=2G13NESUJCQSM&dib=eyJ2ljojMSJ9.IVPcaDozVn0eMqOyxANPsMTeFmom00goeldtQ1q8vDY.Dt4789i8-AwTv3FH7eNViSZbz1fS22OXJegblX3rPo0&dib_tag=se&keywords=The+Product+Book+by+Josh+Anon&qid=1766459724&s=digital-text&sprefix=the+product+book+by+josh+anon%2Cdigital-text%2C209&sr=1-1)
- *Project Management in New Product Development* by Bruce T. Barkley
 - You can find it on [Amazon](https://www.amazon.com/Project-Management-New-Product-Development-ebook/dp/B001135G4A/ref=tmm_kin_swatch_0) (https://www.amazon.com/Project-Management-New-Product-Development-ebook/dp/B001135G4A/ref=tmm_kin_swatch_0)
- *The AI Product Playbook* by Marily Nika
 - You can find it on [Amazon](https://www.amazon.com/Art-Product-Management-Age-AI/dp/1394335652) (<https://www.amazon.com/Art-Product-Management-Age-AI/dp/1394335652>)
- *PMP Exam Prep Made Simple (6th & 7th editions)*
 - You can find it for free (kindle web) on [Amazon](https://www.amazon.com/Exam-Prep-Made-Simple-Comprehensive-ebook/dp/B0DQ6M8S62/ref=sr_1_5?crid=31Q3Y20JQIKM2&dib=eyJ2ljojMSJ9.ekl49BtNttB4mQ_iglTmWEqSzEQMLgiiiz8PV27ztWOpqHI5_HyC3hfNcVCLYjtWtYVCs2OH_zFBgwmckVGErh0jrrf9EOvwxA1WMQDQeLWxGeYi30G8NA62osNwC6YV4mbJVSwmh_yE6M1ol2xf4gpR8J0sAXvBV0CaGHn4glLFEZkT2hZT4P_lxPFG7HIMtQce8A50XGCmmXAzEj5AYjeJ-4F5GPCa1llolj3cCrOw.mhyLwOQ8a69-m0jU7GgicUpRPXR6z-BTAIC-XPakTnk&dib_tag=se&keywords=pmp+exam+prep+2025&qid=1767504917&s=books&sprefix=pmp%2Cstrippbooks%2C192&sr=1-5) (https://www.amazon.com/Exam-Prep-Made-Simple-Comprehensive-ebook/dp/B0DQ6M8S62/ref=sr_1_5?crid=31Q3Y20JQIKM2&dib=eyJ2ljojMSJ9.ekl49BtNttB4mQ_iglTmWEqSzEQMLgiiiz8PV27ztWOpqHI5_HyC3hfNcVCLYjtWtYVCs2OH_zFBgwmckVGErh0jrrf9EOvwxA1WMQDQeLWxGeYi30G8NA62osNwC6YV4mbJVSwmh_yE6M1ol2xf4gpR8J0sAXvBV0CaGHn4glLFEZkT2hZT4P_lxPFG7HIMtQce8A50XGCmmXAzEj5AYjeJ-4F5GPCa1llolj3cCrOw.mhyLwOQ8a69-m0jU7GgicUpRPXR6z-BTAIC-XPakTnk&dib_tag=se&keywords=pmp+exam+prep+2025&qid=1767504917&s=books&sprefix=pmp%2Cstrippbooks%2C192&sr=1-5)
- PMBOK Guide
 - You can find it on [Amazon](https://www.amazon.com/dp/1628256648/?bestFormat=true&k=pmbok%20guide&ref_=nb_sb_ss_w_scx-ent-bk-ww_k2_1_11_de&crid=GK47M4T3QZ4T&sprefix=pmbok%20guide) (https://www.amazon.com/dp/1628256648/?bestFormat=true&k=pmbok%20guide&ref_=nb_sb_ss_w_scx-ent-bk-ww_k2_1_11_de&crid=GK47M4T3QZ4T&sprefix=pmbok%20guide)
- *The Lean Product Playbook: How to Innovate with MVP and RCF* by Dan Olsen
 - You can find it on [Amazon](https://www.amazon.com/Lean-Product-Playbook-Innovate-Products-ebook/dp/B00SZ638C8/ref=sr_1_1?crid=21UVB9GTMQ1S9&dib=eyJ2ljojMSJ9.76aFYvHQ1BLQHxfQHR2lxZMT56jOCKyYfGnk1ydMf7C0PBuN4s3JqxaE_06rbx6bNI9ZF4wIWWcdlk2Z_FMyK1mQy3hgf-idEd6lmc5z-NXk9tU80IMnvFBpm_uBQlsgjKEkZfknANMt8cOmoYTcbRa_rsDYRWmMDHjyTSMTK-5F17SrWXvMRNQZ_iaC1UzfPPJtjAJxanow5dYnOW4GNnymf2x6L0z5Bp-PZEF4.RFZmThZwnM4JrdphsIGB3jair5EhGhd8oBRjhqdKIVA&dib_tag=se&keywords=lean+product+playbook+how+to+innovate+with&qid=1768848203&sprefix=lean+product+playbook+how+to+innovate+with%2Caps%2C205&sr=8-1) (https://www.amazon.com/Lean-Product-Playbook-Innovate-Products-ebook/dp/B00SZ638C8/ref=sr_1_1?crid=21UVB9GTMQ1S9&dib=eyJ2ljojMSJ9.76aFYvHQ1BLQHxfQHR2lxZMT56jOCKyYfGnk1ydMf7C0PBuN4s3JqxaE_06rbx6bNI9ZF4wIWWcdlk2Z_FMyK1mQy3hgf-idEd6lmc5z-NXk9tU80IMnvFBpm_uBQlsgjKEkZfknANMt8cOmoYTcbRa_rsDYRWmMDHjyTSMTK-5F17SrWXvMRNQZ_iaC1UzfPPJtjAJxanow5dYnOW4GNnymf2x6L0z5Bp-PZEF4.RFZmThZwnM4JrdphsIGB3jair5EhGhd8oBRjhqdKIVA&dib_tag=se&keywords=lean+product+playbook+how+to+innovate+with&qid=1768848203&sprefix=lean+product+playbook+how+to+innovate+with%2Caps%2C205&sr=8-1)

Course Outline

Week	Topic	Reading Assignments (Mandatory)
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1 Jan 5	Introduction to PP&M	<ul style="list-style-type: none"> Chapters 1-5,7-8 	PMBok Guide - Concepts of Pro Product Manage
2 Jan 12	Roles of a project team & Responsibilities	<ul style="list-style-type: none"> Chapters 9 to 15, 21, 32, 40, 57, 63; PMBok Guide: pg. 4, pg 12-16 (https://usu.instructure.com/courses/805758/files/98030759?verifier=mrU5qLH8QzweJyqi9Nnl7C4J71r9Vvk6VNG5JB7rD&wrap=1) PMP Exam Prep Ch 2, 2.1 (https://usu.instructure.com/courses/805758/files/98030758?verifier=RO0LNWbDBychwikUwqddwFaiWJYgRDvkLW3QBblv&wrap=1). 	Chapter 9 (Bark Product Playboc
3 Jan 19	Leadership and Collaboration in Project Management	<ul style="list-style-type: none"> Chapters 22-31; PMP sections 2.2.4 to 2.2.7 (https://usu.instructure.com/courses/805758/files/98191203?verifier=B8ySnDDyENXY0Xl1CdZ4XHv4fKYzLdxDzpLinV26&wrap=1) 	Chapter 9 (Bark Product Playboc Ch 1 (Olsen)
4 Jan 26	Key considerations before product development	<ul style="list-style-type: none"> Chapters 6, 16 to 20, 64 to 67 Ch 11 the AI Product Playbook (https://usu.instructure.com/courses/805758/files/98191202?verifier=t1W1lpTRYQyVcfB0pN3eaqilEPq0e9jIBRuaEgq&wrap=1) 	Chapter 1 (Bark 7 Qual Mng.; Ch 12 (Olsen)
5 Feb 2	Ideation process	<ul style="list-style-type: none"> Chapters 33 to 37, 38, 39 The AI Product Playbook Ch 4 (https://usu.instructure.com/courses/805758/files/98215166?verifier=un767FzVb9TgdVYQLDkoyzL9FVrdfeATrBIL8UOv&wrap=1) 	
6 Feb 9	Customer Research Techniques for Product Discovery	<ul style="list-style-type: none"> Chapters 41-44 Chapter 3 (Anon.) (https://usu.instructure.com/courses/805758/files/98428901?verifier=TLSeR3N5kXlik3XNqM6utoEcwiGMlhU2LvmGEFEt&wrap=1) 	
7 Feb 16	Product Concept Definition	<ul style="list-style-type: none"> Chapter 4 (Barkley.) (https://usu.instructure.com/courses/805758/files/98428903?verifier=tPqu2gsQkHiVaxiVXOYkmEWWnquOC8TAEaDMPWBt&wrap=1) 	Quality function (https://www.sciifunction-deployr) Ch 5, 6 (Olsen)
8 Feb 23	Designing Techniques	<ul style="list-style-type: none"> Chapter 8 (Olsen.) (https://usu.instructure.com/courses/805758/files/98428897?verifier=Cy9ezecjc7oQS0rMTnJ5Uk3KHRMX4Ywuk7dvFrmX&wrap=1) 	Chapter 6 (Anor
9 Mar 2	Prototyping Techniques	<ul style="list-style-type: none"> Chapters 45 to 49 	Chapter 5 (Bark Chapter 7 (Olse

10 Mar 9-13	Spring Break		
11 Mar 16	Collaborating with Engineering	<ul style="list-style-type: none"> • Chapter 7 (Anon.) (https://usu.instructure.com/courses/805758/files/98428892?verifier=UPviQKyhjg6DybejYXR363AEdefugDSDfl6f4liz&wrap=1) 	
12 Mar 23	Testing, Measuring, and Demonstrating Value	<ul style="list-style-type: none"> • Chapters 50 to 56, 58 to 59 	<ul style="list-style-type: none"> • Chapter 7 & • PMP Prep C • Chapter 13, • The AI Prod
13 Mar 30	Managing Stakeholders	<ul style="list-style-type: none"> • Chapters 60 to 62; • PMP Prep Exam Ch 12 Stakeholder Mng (https://usu.instructure.com/courses/805758/files/98428894?verifier=1n6LtcSliJmk1y8YildPOXTkjpJ9MSOXYfIPZZeB&wrap=1) 	
14 Apr 6	Bringing the Product to Market	<ul style="list-style-type: none"> • Chapter 8 (Anon.) (https://usu.instructure.com/courses/805758/files/98428899?verifier=2jdzEuev9gKHFEiSoRofk2EBkx1uU936BNHaUURt&wrap=1) • Chapter 3 (Olsen) (https://usu.instructure.com/courses/805758/files/98428893?verifier=3X9fC7fx96DsCRr2fgnxqS5Cz1Ao8j7evNWDX4oP&wrap=1) 	Ch 4 (Olsen)
15 Apr 13	Putting it All Together		<p>Chapter 9 (Anor)</p> <p>Chapter 10 (Bar)</p> <p>Ch 11 (Olsen) (https://usu.box) (https://usu.box)</p>
16 Apr 22-28	Final Presentations		

↔Martin Luther King, Jr. Day - no class (Monday, Jan 19)

↔Presidents' Day - no class (Monday, Feb 16)

Note: All updates related to assignments, syllabus revisions, announcements, and grades will be posted on Canvas. You are expected to check the site regularly—at least every other day—to stay informed of new activities and information.

Evaluation, Grade Scheme and Late Policy

Reading Quizzes: Throughout the semester, students will have weekly mandatory readings that will be assessed through short quizzes.

Project Assignmnets: Students will be working on a project that requires regular weekly submissions, some of which will also take the form of discussion posts.

Peer Review: Twice during the semester, students will also participate in peer review evaluations.

Weekly Surveys: Students will have the opportunity to earn up to 5 extra points toward their final grade by completing optional weekly surveys.

Performance Outcomes (Total 105%)

Discussion Posts	15%
Project Assignments	40%
Reading Quizzes	30%
Peer Review	15%
Weekly Surveys	5%

Before submitting each assignment, please ensure that you have reviewed the respective rubric. In addition to the description provided, students will be evaluated based on the following criteria:

- timeliness (did you deliver it by the deadline?)
- completeness (did you do all that was asked?)
- responsiveness (did you do what was asked or did you deviate from the assignment?)
- thoroughness (did you answer thoughtfully and substantially, or just in a perfunctory manner?)
- professionalism (formatting, grammar, clarity)

The following grading standards will be used in this class:

Grade Range

A 100 % to 93.0%

A- < 93.0 % to 90.0%

B+ < 90.0 % to 87.0%

B < 87.0 % to 83.0%

B- < 83.0 % to 80.0%

C+ < 80.0 % to 77.0%

C < 77.0 % to 73.0%

C- < 73.0 % to 70.0%

D+ < 70.0 % to 67.0%

D < 67.0 % to 60.0%

F < 59.0 % to 0.0%

All work is due by the specified deadlines, except in emergency situations (such as a family emergency, illness, or participation in a university-sponsored activity).

Late assignments without an approved excuse will incur a daily penalty of 25% until the assignment receives a zero. To be considered for an excuse, you must email a written explanation to your instructor.

Nonattendance Policy

Students May Be Dropped For Nonattendance

If a student does not participate a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. (***This does not remove responsibility from the student to drop courses which he or she does not plan to attend***). This option is typically used for classes that are full and the instructor is trying to make a seat available for another student, but may be considered for other courses. Requests must be made during the first 20 percent of the course and will be considered on an individual student basis. Students who are dropped from courses will be notified by the Registrar's Office through their preferred e-mail account (see [2018-2019 General Catalog \(http://catalog.usu.edu/content.php?catoid=12&navoid=3955\)](http://catalog.usu.edu/content.php?catoid=12&navoid=3955)).

Assumption of Risk

All classes, programs, and extracurricular activities within the University involve some risk, and certain ones involve travel. The University provides opportunities to participate in these programs on a voluntary basis. Therefore, students should not participate in them if they do not care to assume the risks. Students can ask the respective program leaders/sponsors about the possible risks a program may generate, and if students are not willing to assume the risks, they should not select that program. By voluntarily participating in classes, programs, and extracurricular activities, a student does so at his or her own risk. General information about University Risk Management policies, insurance coverage, vehicle use policies, and risk management forms can be found at: <http://www.usu.edu/riskmgmt/> (<http://www.usu.edu/riskmgmt/>).

Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- <http://canvas.usu.edu> (<http://canvas.usu.edu/>)
 - Your **username** is your **A#**, and your **password** is your global password (the same one you use for Banner or Aggiemail).
- For [Canvas \(http://canvas.usu.edu/\)](http://canvas.usu.edu/), [Passwords \(https://id.usu.edu/Password/Help/#password\)](https://id.usu.edu/Password/Help/#password), or any other computer-related technical support contact the [IT Service Desk \(http://it.usu.edu/\)](http://it.usu.edu/).
 - 435 797-4357 (797-HELP)
 - 877 878-8325
 - http://it.usu.edu (<http://it.usu.edu/>)
 - servicedesk@usu.edu

Library Services

All USU students attending classes in Logan, at our Regional Campuses, or online can access all databases, e-journals, and e-books regardless of location. Additionally, the library will mail printed books to students, at no charge to them. Students can also borrow books from any Utah academic library. Take advantage of all library services and learn more at libguides.usu.edu/statewide (<http://libguides.usu.edu/statewide>).

Classroom Civility.

Utah State University supports the principle of freedom of expression for both faculty and students. The University respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede the learning process. Disruptive classroom behavior will not be tolerated. An

individual engaging in such behavior may be subject to disciplinary action. Read [Student Code Article V Section V-3 \(https://studentconduct.usu.edu/studentcode/article5\)](https://studentconduct.usu.edu/studentcode/article5) for more information.

University Policies & Procedures

Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. [Policy 4002: Academic Freedom and Professional Responsibility \(https://www.usu.edu/policies/4002/\)](https://www.usu.edu/policies/4002/) further defines academic freedom and professional responsibilities.

Academic Integrity – "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

"I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University's Student Code. Acts of academic dishonesty include but are not limited to:

- **Cheating:** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
 - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually;"
 - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
 - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
 - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
 - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
- **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

For additional information go to: [ARTICLE VI. University Regulations Regarding Academic Integrity](https://studentconduct.usu.edu/studentcode/article6) (<https://studentconduct.usu.edu/studentcode/article6>).

Sexual Harassment/Title IX

Utah State University is committed to creating and maintaining an environment free from acts of sexual misconduct and discrimination and to fostering respect and dignity for all members of the USU community. Title IX and [USU Policy 339](http://www.usu.edu/policies/339) (<http://www.usu.edu/policies/339>) address sexual harassment in the workplace and academic setting.

The university responds promptly upon learning of any form of possible discrimination or sexual misconduct. Any individual may contact USU's [Office of Equity](https://equity.usu.edu/) (<https://equity.usu.edu/>) for available options and resources or clarification. The university has established a complaint procedure to handle all types of discrimination complaints, including sexual harassment ([USU Policy 305](http://www.usu.edu/policies/305/) (<http://www.usu.edu/policies/305/>)), and has designated the Office of Equity Director/Title IX Coordinator as the official responsible for receiving and investigating complaints of sexual harassment.

Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

Students with Disabilities

USU welcomes students with disabilities. If you have, or suspect you may have, a physical, mental health, or learning disability that may require accommodations in this course, please contact the [Disability Resource Center \(DRC\)](http://www.usu.edu/drc/) (<http://www.usu.edu/drc/>) as early in the semester as possible (University Inn # 101, (435) 797-2444, drc@usu.edu). All disability related accommodations must be approved by the DRC. Once approved, the DRC will coordinate with faculty to provide accommodations.

Diversity Statement

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Division of Student Affairs: <https://studentaffairs.usu.edu> (<https://studentaffairs.usu.edu/>), (435) 797-1712, studentservices@usu.edu, TSC 220
- Student Legal Services: <https://ususa.usu.edu/student-association/student-advocacy/legal-services> (<https://ususa.usu.edu/student-association/student-advocacy/legal-services>), (435) 797-2912, TSC 326,
- Access and Diversity: <http://accesscenter.usu.edu> (<http://accesscenter.usu.edu/>), (435) 797-1728, access@usu.edu; TSC 315
- Multicultural Programs: <http://accesscenter.usu.edu/multiculture> (<http://accesscenter.usu.edu/multiculture>), (435) 797-1728, TSC 315
- LGBTQA Programs: <http://accesscenter.usu.edu/lgbtqa> (<http://accesscenter.usu.edu/lgbtqa/>), (435) 797-1728, TSC 3145
- Provost's Office Diversity Resources: <https://www.usu.edu/provost/diversity> (<https://www.usu.edu/provost/diversity/>), (435) 797-8176

You can learn about your student rights by visiting:

The Code of Policies and Procedures for Students at Utah State University:

<https://studentconduct.usu.edu/studentcode> (<https://studentconduct.usu.edu/studentcode/>)

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: [Article VII](https://studentconduct.usu.edu/studentcode/article7) (<https://studentconduct.usu.edu/studentcode/article7>).

Full details for USU Academic Policies and Procedures can be found at:

- [Student Conduct](http://www.usu.edu/studentconduct) (<http://www.usu.edu/studentconduct>)
- [Student Code](https://studentconduct.usu.edu/studentcode/) (<https://studentconduct.usu.edu/studentcode/>)
- [Academic Integrity](https://studentconduct.usu.edu/studentcode/article6) (<https://studentconduct.usu.edu/studentcode/article6>)
- [USU Selected Academic Policies and Procedures](http://www.usu.edu/provost/faculty-life/syllabus.cfm) (<http://www.usu.edu/provost/faculty-life/syllabus.cfm>)
- [USU Academic Policies and Procedures](http://catalog.usu.edu/content.php?catoid=4&navoid=546) (<http://catalog.usu.edu/content.php?catoid=4&navoid=546>)
- [Policy 4002: Academic Freedom and Professional Responsibility](https://www.usu.edu/policies/4002/) (<https://www.usu.edu/policies/4002/>)

Emergency Procedures

In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.