

Marketing 331—Social Media Marketing Online Fall 2020

Professor: Dr. Joanna Melancon

Office Location: Grise Hall 412
Office Phone: 270-745-2619
Email: joanna.phillips@wku.edu

Office Hours:
Via Zoom, by appointment
Drop-in hours will be
posted weekly if needed

Important Information about this Online Course:

It is imperative that you read and understand every word of the syllabus. You are responsible for understanding all requirements listed within this syllabus. You are welcome to ask for clarifications on anything BEFORE deadlines/due dates, but missing a deadline because you did not fully understand the syllabus will not be acceptable after the date has passed. SEE COURSE SCHEDULE AND IMPORTANT DEADLINES TO KEEP YOU ON TRACK.

- **You must have access to Blackboard throughout the course to complete the requirements of this course.**
- **You must purchase access to the E-book and Simulation to complete the requirements of this course**
- **You must also have accounts on major social media networks (Facebook, Instagram, and Twitter) to be able to complete some assignments and access tools.**

It is critical that you read and understand the syllabus thoroughly, as not knowing something in the syllabus does not excuse you from that requirement. You are always welcome to ask for clarification for anything you don't understand. This course will require a time commitment. Keep in mind that if we were meeting as a class, we would meet 3 hours a week, with some expectation for you to do additional work on your own. The time commitment expected for an online course is similar.

Course Description

The use of online social media sites to achieve marketing goals, including targeting markets on social media sites, increasing effectiveness of communication in social channels, content design on social channels, and designing and measuring the success of social media marketing campaigns.

Prerequisites: MKT 220/320
Hours of credit: 3 semester hours

Course Objectives:

- Students will become familiar with the wide array of social media outlets.
- Students will understand the strengths and weaknesses of social media outlets as marketing tools.

- Students will gain experience with the many aspects of running social media marketing campaigns including content production, targeting, ad buys, scheduling, and analytics
- Students will become familiar with the marketing tools available in various popular social media channels
- Students will understand ethical issues in social media marketing

Expected Outcomes:

At the end of this course, students will be able to:

- Identify a wide array of social media outlets and identify those appropriate for marketing a variety of products and services based on organizational objectives
- Produce content for a variety of social media platforms and clients
- Understand strategy and analytics to support effective content creation to meet organizational goals

Course Materials:

Required E-Book and Simulation

For this course, I have adopted a Digital Simulation Package and e-book package. I will provide a link to the Stukent course on Blackboard the first day of class. You may purchase directly from Stukent (it will likely be cheaper to do so) or use the bookstore to purchase an access code for financial aid.

The information for the bundle is below.

Title: Essentials of Social Media Marketing by Charello/Mimic Social Simulation Bundle

ISBN: 978-0-9996302-4-2

9780999630242

Publisher: Stukent

Class Facebook Group:

For this class, you will need to join a class Facebook group. Even if you have not previously used Facebook, you will need an account for this course to access the Facebook group. You will be asked to post mock-ups and certain assignments here throughout the semester. The group is closed to everyone but members of this class. I may also use this platform to communicate with you about changing deadlines, etc. I will give you instructions on joining the group in Blackboard during the first week of class. I may also use our Facebook Group as a platform to post additional course readings from popular press and marketing trade publications each week. The name of the Facebook Group is Spring2020WKUSMM.

GRAPHIC DESIGN SOFTWARE/CANVA/Ad Parlor.com/Unspalsh/Photoshop, etc.:

Graphic design is one of the top skills our alumni working in social media cite as one they wish they had more exposure to as they enter the professional world. I will require mock-up posts for a few of your assignments, and you may need this software to create a title graphic, etc. for your Buzzfeed project. Canva.com is a free and very user friendly graphic design program I will introduce you to in class that is well-suited for creating social media graphics. There are other programs that are similar (Inkscape, Pixlr, etc.). If you are familiar with another graphic design program (Illustrator, Photoshop, etc.) you are welcome to complete your assignment using those, but I will show you Canva in class. The Adobe Creative Suite is available in labs in MMTH, or WKU offers a discounted student version if you want it on your own computer. However, given the amount of material we cover, I will not be teaching you how to use the more advanced graphic design software. AdParlor.com is another site that lets you create mock-up ads for most major social media sites. Unsplash.com is a resource for high quality photography that you can use freely in social media costs without fear of licensing or

attribution issues. You may become familiar with these, as well as video editing software as you work on your various projects.

Methods of Instruction

This online course will use a combination of reading, online discussion, simulations, application projects and video/text lectures to convey the required material.

Assignment Due Dates: I do not accept late assignments. Assignments are noted on the schedule for the course found at the end of the syllabus. I will attempt to remind you of these dates as a courtesy, but keep in mind it is your responsibility to prepare assignments by due dates. In general, most week assignments are due Sunday evenings by 11:59 p.m. unless otherwise noted on the schedule.

Academic Dishonesty: It is expected that in all cases, students will do their own work. Cases of either plagiarism or cheating will result in a failure in the course and reporting the incident to the university. As a college student, there is no excuse for not understanding what constitutes plagiarism/cheating, and that excuse will not be acceptable in this class. If you are taking credit for or copying someone else's work without giving them full and correct credit for their ideas or words, it is plagiarism/cheating. This includes not citing sources, or not citing sources correctly, within your writing assignments. Student work may be checked using plagiarism detection software.

Evaluation

Requirement:

Points:

Simulation (3 rounds @50 pts)	150
Chapter Quizzes (Best 10 @ 10 points)	100
Discussion Board Contributions	150
Buzzfeed Marketing Challenge Assignment	150

Total	550 points
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Grading Scale:

- A = 89.5 % of possible points or higher; B = 79.5%-89.4%; C = 69.5%-79.4%; D = 59.5%-69.4%; F = below 59.4%.
- Subtract two points from final average for every unexcused absence over 3

Asking for Exceptions in Grades, Due Dates, or other Course Policies:

Rounding Figures are fixed/non-negotiable. Assuming there is no error in calculations on my part, (and if you feel there is you should certainly bring it to my attention) my posted grades are final and not open to discussion/negotiation. You will receive the grade you *earn* in my class. I do not "give" grades. I will not listen to any lobbying for grade changes based on irrational reasons, nor respond to email or phone requests involving these types of requests. These arguments are unethical, unprofessional and inappropriate.

COURSE REQUIREMENTS

- **Chapter Quizzes:** There are no tests in this course, but you will be asked to complete chapter quizzes at the end of your book readings to insure comprehension. Keep in mind that you have more than ten chapters assigned for the course. You may either drop your lowest scores or skip two quizzes. Keep in mind that all quizzes are to be completed by Sunday of the week they are

assigned at 11:59 p.m. Should you miss a quiz, that constitutes one of your two drop scores. You will have 15 minutes to complete each 10-question chapter quiz. Quizzes are located on the Stukent Site with each chapter of the e-book. You can see your quiz scores on Stukent, but they will not automatically transfer to Blackboard. I will transfer your total quiz points to Blackboard at the end of the semester.

- **Mimic Social Media Simulation:** Running a social media campaign is a highly involved and complicated activity. Getting practice from a real-world company on all aspects of running a campaign for an entire class is nearly impossible. Each student will participate in an online simulation in which you will design and execute a social media campaign for a fictional company called Buhi Bags. The online simulation is based on social media analytics from a real company called Herschel Supply, as well as massive amounts of data from major social media platforms, which provide the information for the simulations' algorithm.

Your job in the simulation is to manage a \$5,000 a week budget by selecting the content, platforms, audience, schedule and ad spend for between 7 and 12 posts per posting round. You will complete three posting rounds. For every round of the simulation completed, you are provided detailed analytics (that mimic real-life results on actual social media sites) that you will analyze to improve future rounds. After each posting round, you are responsible for answering the analytic round questions. These questions force you to explore the given analytics and should help you improve your performance in subsequent rounds. You will be ranked (anonymously) against your classmates so that you will know where you stand in the course vs. the work others are doing; grading takes into account your relative standing in key metrics compared to your classmates. I will provide more information on the simulation and scoring the simulation via Blackboard. The first round of the simulation is purely a practice round. You will get credit as long as you complete the round in a "good faith" manner—meaning a reasonable number of posts and an effort to use the targeting tools and budget assigned to you. However, your future score will be in part based on the success of round 1, so you should attempt to do well on this round. Additionally, should you miss a round, you will receive a zero, but be aware you will still have to complete the round in eventually in order to progress to subsequent rounds.

Grading/Feedback for Simulation:

I will give feedback and tips on improving performance for all students after the practice round through Blackboard comments, and help as requested in future rounds.

Your score in all but the practice round is computed in the following way:

40 points: quality and number of posts, performance on metrics

10 points: quality of responses to analytics questions.

- **Discussion Board:** A critical component of this course is student interaction through the discussion board. Evaluation of discussion board comments will be based on the thought you put into your comments as well as the amount of discussion generated by your comments. I will not post evaluations for your discussion board comments weekly, but rather as a final grade. I am, however, happy to look at one or two comments sent to me via email to tell you if it is "substantive." Discussion board guidelines are discussed below:
 - You must make 3 substantive comments on the Discussion Board each week of the course the discussion board is open. The schedule at the end of the syllabus indicates which weeks the discussion board will be open. In total, the discussion board will be open approximately 8-9 weeks throughout the semester (changes will be announced via Blackboard).
 - By substantive comments, I am not merely talking about a comment in which you state your agreement with someone else's post, followed by a one-sentence follow up. You should raise

issues or thoughts of your own, bring in outside material that relates to the topic, talk about your own experience with the topic in the marketplace, bring up specific examples to support your points, etc. This is not an exhaustive listing of how you can contribute to the board, rather it is a starting point meant to be helpful.

- One way in which students can contribute to the board is to bring in/link to outside information that provides more information on a topic. When posting information on the board, please do not simply post links to websites/pictures/videos. This is not quality input. Rather, be sure that you frame the link with a short introduction of what the link is about and how it relates to the material or makes a relevant point. Not only will it give others a sense of what they are viewing, but this will demonstrate your understanding of the topic at hand, which is a critical component of your discussion board postings. Be sure any links you post contain appropriate material, and nothing that you would not see in a classroom setting.
- Occasionally, the discussion board prompts will take the form of applied assignments (asking you to create an audience for a Facebook Ad, or practice graphic design in Canva). Substantive comments here will consist of a good faith effort to answer the prompt. These will usually be submitted as a screen shot of what you have created or worked on in place of a text discussion.
- Discussion Board Forums will only be open a week at a time. Discussion boards will open on Monday morning and be open until the following Sunday at 11:59 p.m., at which point that week's discussion board will close permanently and the new board will open. You must contribute to the board each week. Posts are relevant to the scheduled reading for that week, as well as current topics in the news about social media. Attempt to post early in the week to generate discussion. Habitually waiting until the last minute each week to post your comments will result in points deduction, as discussion is effectively killed if no one can respond to your posts before the board closes. You can only receive credit for seven posts in any given week, so do not plan to make all your postings for the course during one single week.
- Be aware that most of the work on the discussion work is conducted earlier in the semester as we are learning important concepts and principles. Later in the semester, your work will be more focused on application of these principles in the simulation and BuzzFeed Assignment. Once that opportunity for points is gone, it is gone.
- Although the frequency of comments on the discussion board will be important, the quality of comments is also relevant for overall scores. Making more than the minimum substantive contributions per week is encouraged and will help to insure you get full credit for the discussion portion of the class.
- It is encouraged that you post your opinions and you are free to disagree with other students, but personal attacks on students and/or the professor will not be tolerated (I don't expect to have this problem, but be forewarned). If any post is considered to be an attack on another student, it will be removed from the board and a corresponding reduction in points will occur. Extreme cases may lead to removal from the course altogether. Intelligent disagreement never resorts to personal attack, and you must be civil/professional on the discussion board, much as you would be expected to be in class.
- Discussion board comments should be grammatically correct, free of slang, and written in a professional tone. Do not use "text speak" on the discussion board or in any communication to me. Posts that contain many grammatical errors or incoherent writing will be disregarded in evaluation. You should take the time to frame your comments carefully—they should be treated as a professional response in a professional setting. Posts that do not exhibit

thoughtful framing of response are not considered substantive. Additionally, plagiarized discussion board postings will receive no credit and plagiarizing posts will result in a zero on the entire discussion board requirement of the course. You may cite other sources in your responses, but links/mentions of the source must be present.

- This component of the course is to facilitate interaction between students since we will not meet as a class. Thus, every student is responsible for contributing regularly through professional and thoughtful comments on the discussion board. You are encouraged to go above and beyond by posting more than 3 substantive comments, however, be aware that individuals cannot receive credit for more than 5 posts in any given weekly forum.

Discussion Board Evaluation:

Your discussion board grade will be a function of the total number of substantive contributions you make each week. For example, to receive 100% of Discussion board posts, students would have to make the maximum number of weekly substantive contributions (3) every week of the course the discussion board is open (right now, as planned, 9—I may take a discussion board assignment away but I will not add more), for 27 total substantive contributions. Your discussion board grade is calculated by taking your total number of substantive contributions as a percentage of the total required contributions (27). I do not post Discussion Board Grades until the end of the course, so if you have any questions about what constitutes a substantive contribution in your responses, email me and I will be glad to provide you with feedback. Ask earlier in the semester rather than later if you have questions about your contributions and I am happy to review them and give you feedback.

Buzz Feed Post Project: 150 Points

Each individual will create a BuzzFeed Style post, quiz, video or article, written for a specifically targeted market. The post will be designed and promoted (via organic/free means) to the audience. Students will have a minimum view requirement that will be satisfied through the marketing/outreach plan each student develops. Students will also interpret analytics about each post in a reflection paper. More information/instructions on this assignment can be found in Blackboard in the BuzzFeed Post folder. Due dates are spaced throughout the semester. See the assignment details and schedule for more info.

Powerpoint/Prezi Presentations and Video Lectures: Every chapter has a corresponding Powerpoint Presentation from the book, and I have prezis presentations on additional topics that need to be covered, as well as video lectures of these prezis presentation for particularly important material. You should use these presentations as a guide for your own note-taking and study. All Powerpoint slides for the book are available in the student resources in Stukent. My text lectures and videos will be available in the Course Documents Section, in the corresponding weekly folder.

Conduct and Civility:

I don't expect to have this issue, but it is worth saying that students will be civil and courteous to each other and to the professor at all times. Rude behavior on discussion boards, online groups, or email, including being aggressive or disrespectful to other students (or the professor) will not be tolerated and if this behavior continues you will be asked to withdraw from the class altogether. Remember that you are corresponding with a professional when you send messages. Proofread your communications with me and your classmates for both clarity and appropriate tone.

Class Schedule Follows:

Summary of Important Dates and Deadlines (Subject to Change with Blackboard Announcement, and depending on announcements from the University or authorities regarding the COVID 19 situation)

<i>Date</i>	<i>Assignment Due</i>
	All assignments noted in schedule are due Sunday of the week they are assigned at 11:59 unless otherwise noted. Large Point Assignments are noted below. The class schedule identifies weekly discussion board and quiz due dates.
9/13	Simulation Practice Posting Round 1 and Question Round 2 due
9/27	Part 1 Buzzfeed: Content Idea and Target Market Outreach Due
10/4	Simulation Round 3 and 4 Due
10/11	Part 2 Buzzfeed: Marketing, Outreach Plan and Facebook Audience Screenshots
10/25	Part 3: Buzzfeed Post Published and URL submitted through Blackboard
11/8	Simulation Round 5 and 6 Due
11/15	Part 4: Buzzfeed Results and Reflection of Buzz Feed Post Due

Detailed Weekly Class Schedule Follows on Next Page

Weekly Class Schedule of Readings and Assignments:

Week/ Topic	Weekly Assignments (All Assignments are due Sunday of each week by 11:59 p.m. unless otherwise Noted)	Readings/Other Materials (Textbook: ESSM, BB: Article Link on Blackboard in weekly folder)	Corresponding Prezi Lecture/Presentation
<i>Week 1</i> (8/24-8/30) Intro to Social Media	- Read Syllabus Carefully - Join Fall2020 Facebook Group - Discussion Board Week One (3 Contributions total, to any combination of the questions posted for week 1) - Chapter One Quiz via Stukent - Read BuzzFeed/Creative Post Assignment Instructions and Start Brainstorming Ideas - Practice Round Open on Stukent Simulation (Not due until 9/13)	ESSM: Chapter 1 BB Readings: 21 Social Media Stats	The Rise of Social Media
<i>Week 2</i> (8/31-9/6) Social Media Strategy	- Discussion Board Week Two (3 Contributions) - Chapter Three Quiz via Stukent - Watch “Expert Session: Developing your Voice” Via Stukent - Read Mimic Simulation Instructions and Watch Instructional Video - Keep working on Buzzfeed Concept/Idea	ESSM: Chapter 3 & Expert Session Mimic Simulation: Read Scenario and Info for Simulation and Watch Intro Video on Stukent site	Social Media Segmentation, Voice, Strategy
<i>Week 3</i> (9/7-9/13) Social Media Strategy/Planning	- Discussion Board Week 3 - Chapter 12 Quiz via Stukent - Simulation Round 1 (Posting Round) and 2 (Questions Answered) Due Via Stukent (Practice Round, but “good faith” attempt is required for full points—5-7 posts minimum, good use of budget)	ESSM: Chapter 12 BB: Buzzfeed Publishing Guidelines	Social Media Auditing and Tools
<i>Week 4</i> (9/14-9/20) Personal Branding	- Discussion Board Week Four - Chapter Two Quiz Via Stukent - Sign up for Canva.com Account	ESSM: Chapter 2 BB: Watch Canva.com Design School Tutorials: Canva for Beginners and Graphic Design Basics	Making Social Media Work for You Professionally
<i>Week 5</i> (9/21-9/27) Social Media Platforms	- Discussion Board Week Five - Chapter 4 Quiz Via Stukent - BuzzFeed Part 1: Content Idea and Target Market Description Due via Blackboard	ESSM: Chapter 4 ESSM: Chapter 16 (Facebook Section Only)	Facebook

<i>Week 6</i> 9/28-10/4 Social Media Platforms	- No Discussion Board - Facebook Expert Session: World of Facebook Ads - Simulation Round 3 &4 via Stukent	ESSM: Chapter 4 Facebook Expert Session BB: Facebook Blue Print Platform Tutorials: - Getting Started with Facebook Pages - Facebook Ads	
<i>Week 7</i> 10/5-10/11 Social Media Platforms	- No Discussion Board Due - Chapter 5 Quiz Via Stukent - Buzzfeed Part 2: Marketing Plan and Outreach Due via BB	ESSM: Chapter 5 ESSM: Chapter 16 (Instagram Section)	Instagram
<i>Week 8</i> 10/12-10/18 Influencers	- Week 9 Discussion Board Postings - Chapter 13 Quiz Via Stukent - Simulation Round 3&4 Due via Stukent	ESSM: Chapter 13	
<i>Week 9</i> (10/19-10/25) Social Media Platforms	- No Discussion Board - Chapter 6 Quiz Via Stukent - Buzzfeed Part 3: Buzzfeed Post Published and Link Submitted via Blackboard	ESSM: Chapter 6 ESSM: Chapter 16 (Twitter Section)	Twitter
<i>Week 10:</i> 10/26-11/1 Social Media Platforms	- Week 11 Discussion Board - Chapter 7 Quiz Via Stukent	ESSM: Chapter 7 ESSM: Chapter 16 (Snapchat Section)	Snapchat and new platforms in Social Media to Watch (TikToc)
<i>Week 11:</i> 11/2-11/8 Social Media Platforms	- No Discussion Board - Chapter 8 Quiz via Stukent - Simulation Round 5 & 6 via Stukent	ESSM: Chapter 8 ESSM: Chapter 16 (Pinterest Section)	Pinterest
<i>Week 12:</i> 11/9-11/15 Social Media Platforms	- No Discussion Board - Chapter 9 Quiz Via Stukent - Buzzfeed Part 4: Buzzfeed Reflection and Results Due via Blackboard	ESSM: Chapter 9 ESSM: Chapter 16 (LinkedIn Section)	LinkedIn

<i>Week 13:</i> 11/16-11/22	THANKSGIVING WEEK	REST	REST
<i>Week 14:</i> 11/23-11/29 Social Media Platforms	• Discussion Board Week 10 • Chapter 10 Quiz Via Stukent	ESSM: Chapter 10 ESSM: Chapter 16 (YouTube Section)	Youtube/Video Marketing
<i>Week 15:</i> 11/30-12/5 Firestorms and Crisis Management	• Discussion Board Week 15 • Chapter 15 Quiz Via Stukent • Expert Session: Crisis Ready	ESSM: Chapter 15 and Expert Session	Firestorms in Social Media

Additional Resources That May Be Helpful During This Course in Creation of Buzzfeed graphics or posts, or as future resources for your social media internship/positions:

- Canva.com (free graphic design site with templates and tools...my favorite “easy” graphic manipulator although there are others)
- Adobe Creative Cloud (\$19.99 month license for students available through WKU software center...This is NOT required for this course, but I wanted to let you know it is available should you want to improve your graphic design skills)
- AdParlor.com (lets you create and download high quality mock-up ads or posts for most major social media sites)
- Unsplash (the best application/site I have found for quality stock photos that can be freely used in social media without license or attribution, although attribution is appreciated by the photographers)
- Pixabay.com (attribution-free stock photos...somewhat limited in choices but you get lucky sometimes)
- Compfight.com (Flickr Creative Commons photos – attribution required, more selection)
- Giphy.com (GIF search)
- Images.google.com (try to identify original source, if possible, and specify license type (“free use” or “free use with attribution” in Google advanced search, copies of permission for any content with restrictions)
- MemeGenerator.com (for making your own memes; there is also an app that will do this on your phone)
- Videoshow, imovie, gopro studio: There are hundreds of free video editing programs/apps available. Some of them will watermark your videos unless you use the paid version, which is fine for the purposes of your video projects.

Outreach/Analysis Research Tools (Primarily for Social Media Audits):

- For monitoring and benchmarking brands: RivalIQ
- Successful content on various topics: Buzzsumo.com
- For Sentiment Analysis: Socialmention.com

- Influencers and Followers (Twitter): [Followerwonk.com](https://followerwonk.com)
- For Facebook Page Analysis: [Likealyzer.com](https://likealyzer.com)
- For Twitter Page Analysis: [Twitonomy](https://twitonomy.com)
- For Instagram: [Simply Measured](https://simplymeasured.com)/[Postchup](https://postchup.com)

Other University Info and Policies:

ADA Accommodations

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Title IX/ Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

WKU Counseling and Testing Center

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-843-4357.

WKU Policy on Face Coverings (In case of in-person meetings with students):

Out of respect for the health and safety of the WKU community and in adherence with the CDC guidelines, the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations to face coverings must be determined by the Student Accessibility Resource Center and documented before a student may attend classes

