

## Course Name: International Management Perspectives

## Course Number/Section: MGMT 4660 403

## Term: MGMT 4660 (International Management) asynchronous section course Fall 2025. Aug 18<sup>th</sup> thru December 12<sup>th</sup> 2025

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### Instructor Information

**Name:** Professor Deli Cole Léonce

**Email Address:** [deli.cole@unt.edu](mailto:deli.cole@unt.edu)

**Student Hours:** Virtual (via Teams) by appointment only

Please contact me directly through Canvas messaging, and I will respond within 24-48 hours. We will primarily be using the messaging tool in Canvas for communication. If you have concerns of a personal nature, please email me with "Important Request || MGMT 4660" in the subject line, including your name, student ID, and a clear specification of your question. **If you require assistance with this course, please do not hesitate to contact me. Please refer to me as Professor Cole Léonce in your Canvas messages, emails, or if we ever meet virtually. I appreciate your cooperation and attention to this request.**

**Micro Biography:** Commercial leader skilled at navigating complexity in multinational corporate settings. Thought-leader and bold problem-solver with a unique ability to offer solutions with limited information. People leader who aligns and influences key stakeholders and drives profitability in highly matrixed organizations.

- People Leadership
- P&L Management
- Negotiating & Closing Transactions
- Change & Risk Management
- Customer Interface
- Complex Problem Solving

### Course Description

**International Management Perspectives** (MGMT 4660, 3 credit hours) is a senior level survey course designed to provide you with an overview of the field of international business operations. MGMT 4660 is one of several 'international course(s)' offered by the Ryan College of Business that, when completed, allows students to fulfill the international core requirement all Ryan College of Business degree students must satisfy. International Management Perspectives involves management issues that cross the U.S. boundaries. *UNT's Undergraduate Catalog* description: 4660 – International Management Perspectives, 3 credit hours: A comprehensive framework is used to study the management of multinational operation in cross-cultural environments with a focus on the decisions that managers must make. Topics include strategic planning, organizational design and systems, human resources, communication, entrepreneurship, operations management, and ethics.

### Structure (Format and Delivery Method)

This is a full-semester, 16-week, fully online course, with content divided into 8 bi-weekly units hosted on CANVAS.

## Course Objectives

This course covers the major theories and models of international business leadership with a focus on how theory can inform practice. Upon successful completion of this course, students are expected to be able to:

- Demonstrate an understanding of the institutional context, strategic management foundations, and value chain dynamics in multinational organizations, including the role of outsourcing.
- Describe career management strategies, organizational design, leadership, and influence tactics within multinational and global business environments.
- Recognize and address the impact of political risk, conflict, negotiation, and cultural variables on organizational success.
- Apply international management concepts to analyze and solve complex organizational problems.

## EVENT TIMING

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

## ANNOUNCEMENTS

I will share quick news, course updates, module highlights, and reminders with the class using the Announcements tab in Canvas. Ensure that you check this section 1-2 times per week.

## Attendance and Participation

There are no mandatory online sessions for this course. Visit the [University of North Texas' Attendance Policy](#) to learn more.

Having said that, while this is a fully online course, **you are still expected to log into Canvas at least 1-2 times per week, to ensure that you do not miss important course announcements.**

For example, if there is a schedule change and you do not know about it because you are not regularly logging in and reading important announcements, then you will be fully responsible if you miss a deadline.

## Communication Practices

**Please contact me directly through Canvas. If you wish to schedule some time for us to meet virtually via Microsoft Teams, please send me a few dates/ times that work well for your schedule and I will attempt to align my schedule with yours.** I try to answer all messages within 48 hours.

## How to Succeed in this Course

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: **Show up. Find support. Get advised. Be prepared. Get involved. Stay focused. Get Hired.** Success in this course relies on your active engagement, self-discipline, and proactive communication. Make it a habit to review the syllabus, keep track of important deadlines, and participate in all assigned activities. Utilize the online learning tools provided, and don't hesitate to reach out if you encounter challenges—seeking help early is a sign of dedi-

cation. To learn more about campus resources and information on how you can achieve success, go to <https://success.unt.edu/>. Remember, online learning offers flexibility, but it also demands organization and consistency. Set a regular schedule for studying, carve out a quiet space for coursework, and revisit course materials frequently to reinforce your knowledge. Take advantage of university resources, such as tutoring, library services, and technology support, all designed to help you achieve your academic goals. *Please be sure that online delivery is the best delivery mode to meet your learning objectives.*

If you find yourself struggling with motivation or workload, communicate with your instructor or an academic advisor before falling behind—there are many ways we can work together to support your success. Email me as soon as you can, and I will reply as soon as I am able (usually within 48 hours).

**You may contact me – via Canvas Messaging or Teams – during my Office Hours, which are virtual and by appointment only. I can be reached at [this email address](#).**

Offering this course through CANVAS creates new opportunities and challenges. CANVAS offers you the *convenience* of an Internet based class meeting the standards set forth by the Ryan College of Business, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not assume that Internet courses are “easy A’s”, however, as they require students to learn the same exact body of knowledge that in-person courses do. And while online courses can offer a degree of convenience with respect to when and where you complete your studies, the ability to set your own study schedule can make it easier to delay your studies until just before deadlines rather than work at a more constructive, structured pace.

## ADA Accommodation Statement

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation.

Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>). You may also contact ODA by phone at (940) 565-4323.

## Academic Success Resources

*UNT strives to offer you a high-quality education and a supportive environment, so you learn and grow. As a faculty member, I am committed to helping you be successful as a student. To learn more about campus resources and information on how you can be successful at UNT, go to [unt.edu/success](https://unt.edu/success) and explore [unt.edu/wellness](https://unt.edu/wellness). To get all your enrollment and student financial-related questions answered, go to [scrappysays.unt.edu](https://scrappysays.unt.edu).*

## F-1 Visa regulations

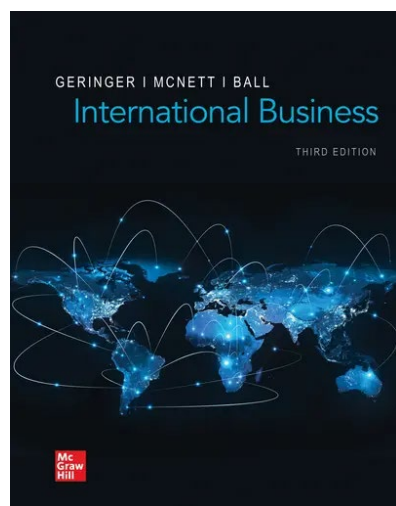
Federal regulations state that students may apply only 3 fully online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa \(DOC\)](#) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students. Please see the UNT Policies section near the end of this syllabus for more details.

## Digital Component Requirements

This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and a computer that allows students to install 3<sup>rd</sup> party software, e.g., Respondus Lockdown Browser. (If circumstances change, you will be informed via Canvas. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](#).)

## Textbook

Required: This course uses the 3<sup>rd</sup> edition (2023) of Geringer, McNett, and Ball's "International Business" textbook, published by McGraw Hill. You may obtain this from any vendor you like, using any version you prefer. For example, you may opt to buy or rent a hardcopy, virtual copy, "Connect" version, non-Connect version, etc. Each of these versions has been used in past sections of this course, and it is possible to do well no matter which version you use. If you are a student who uses screen reader technology, you should purchase a hard copy of the book to have it converted by ODA for a more accessible experience.



Some students choose to pay for the more expensive Connect version, which is optional. If you are unfamiliar with Connect, it provides students with access to a companion website that McGraw Hill creates specifically for our class, and comes with full access to a smart, virtual copy of our textbook in addition to a robust suite of supplementary learning tools. Students who fully utilize these supplementary learning tools may enhance their capacity to learn, and that may help them score higher on quizzes and exams. Therefore, if your schedule allows you to devote a large amount of time towards your studies and your personal goal is not merely to graduate, but to do everything you possibly can to maximize your learning and your grades, then you may wish to consider paying for the more expensive Connect version. **Links to sign up for access to Connect material will be provided on our course's Canvas page.** (Note: if you do choose to use Connect, McGraw Hill suggests that you acquire Connect access by waiting until the course opens and then [clicking this link](#) —and following the steps.

### FALL 2025 IMPORTANT DATES PER THE UNT REGISTRAR - <http://registrar.unt.edu/>

Classes Begin	Aug 18
Last day to add a class	Aug 22
Census	Aug 29
Beginning this date, a student may drop a course with a grade of W by completing the <a href="#">Request to Drop Class</a> form and submitting it to the Registrar's Office. See link for complete instructions <a href="#">Dropping a Class</a> .	Aug 30

<b>Labor Day (no classes; university closed)</b>	<b>Sept 1</b>
Last day for change in pass/no pass status	<b>Sept 26</b>
Mid-semester	<b>Oct 10</b>
<b>Last day for a student to drop a course</b> or all courses. Grades of W are assigned.	<b>Nov 7</b>
Beginning this date, a student who qualifies may request an Incomplete.	<b>Nov 8</b>
<b>Thanksgiving Break (no classes, university closed)</b>	<b>Nov 24- 30</b>
<b>Pre-Finals Days</b>	<b>Dec 3-4</b>
<b>Last Regular Class Meeting</b>	<b>Dec 4</b>
Reading Day (no classes)	<b>Dec 5</b>
<u><b>Final Exams</b></u>	<b>Dec 6-Dec 12</b>
End of term	<b>Dec 12</b>

## Dropping the Course

If you decide to drop by the deadline, you will receive a W (not a WF) which doesn't impact your GPA. Keep in mind you are only allowed 6 Ws in your academic career according to TX state law. If you have questions regarding your grade, please contact me via email.

To drop the course, complete the Drop Consent Form and Submit it to the Registrar. More information about the drop process can be found by visiting the [UNT Registrar](#).

## Course Requirements/Schedule

This course is divided into eight "Units" that cover two textbook "Modules". This textbook uses the term "modules" instead of "chapters". For example, Chapter 1 is called Module 1, Chapter 2 is called Module 2, etc.

**We will cover one Unit every two weeks.**

The general structure is as follows:

- Every two weeks, students will complete one Unit that covers two textbook modules (i.e., chapters).
- Each Unit contains quizzes that cover the same material; and every four Units, there will be an Exam.
- While the purpose of Quizzes is to encourage students to keep up with their studies and learn material in bite-sized chunks, Exams are used to formally assess how much knowledge has been successfully acquired and retained (i.e., how much a student has permanently learned versus quickly memorized).
- Most of your Course Grade thus comes from Exams rather than Quizzes (which determine roughly 1/3 of your grade).

Key Dates	Material Covered	Assignments
August 18-August 31	All <b>Unit 1</b> material (which covers Modules 1 & 2 from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (1 & 2) <b>Complete</b> related assignments at Connect (Optional) <b>Install</b> Respondus Lockdown Browser (if you don't have it) <b>Due</b> This week's Module Quizzes by 11:59PM on Aug 31  <b>Important!</b> Your first quiz may contain questions related to course policies in addition to questions from your reading assignments
Sep 1-Sept 14	All <b>Unit 2</b> material (which covers Module 3 & Bonus Module A from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (3 & Bonus module A) <b>Complete</b> related assignments at Connect (Optional) <b>Due</b> this week's Module Quizzes by 11:59PM on Sept 14
Sept 15-Sept 28	All <b>Unit 3</b> material (which covers Modules 5 & 6 from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (5 & 6) <b>Complete</b> related assignments at Connect (Optional) <b>Due</b> this week's Module Quizzes by 11:59PM on Sept 28th
Sept 29-Oct 12	All <b>Unit 4</b> material (which covers Modules 7 & 8 from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (7 & 8) <b>Complete</b> related assignments at Connect (Optional)  <b>Due</b> this week's Module Quizzes by 11:59 on Oct 12 <sup>th</sup> <b>Due</b> Midterm Exam ( <b>which opens Monday Oct 6 at 12:01AM and closes at 11:59PM on Tuesday Oct 7</b> ) Exam requires Respondus LockDown Browser + WebCam.
Oct 13-Oct 26	All <b>Unit 5</b> material (which covers Modules 9 & 10 from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (9 & 10) <b>Complete</b> related assignments at Connect (Optional) <b>Due</b> this week's Module Quizzes by 11:59PM on Oct 26th
Oct 27- Nov 9	All <b>Unit 6</b> material (which covers Modules 12 & 13 from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (12 & 13)

		<b>Complete</b> related assignments at Connect (Optional) <b>Due</b> this week's Module Quizzes by 11:59PM on Nov 9 <sup>th</sup>
Nov 10-Nov 23	All <b>Unit 7</b> material (which covers Module 4 & Bonus Module C from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (4 & Bonus module C) <b>Complete</b> related assignments at Connect (Optional) <b>Due</b> this week's Module Quizzes by 11:59PM on Nov 23
Nov 24-Nov 30	<h2 style="text-align: center; color: red;">Happy Thanksgiving Break!</h2> <h2 style="text-align: center; color: red;">No class</h2>	
Dec 1-Dec 12 <b>Special note on due dates as the semester is ending.</b>	All <b>Unit 8</b> material (which covers Modules 11 & 14 from your textbook)	<b>Review</b> Course Information on Canvas <b>Read</b> this week's textbook Modules (11 & 14) <b>Complete</b> related assignments at Connect (Optional)  <b>Due- Special note on due date: this unit's Module Quizzes by 11:59PM Dec 10<sup>th</sup></b> <b>Due Final Exam (which opens Monday Dec 8 at 12:01 AM and closes at 11:59PM on Tuesday Dec 9).</b> <b>Final Exam requires Respondus LockDown Browser + WebCam.</b>

Students will be notified by Eagle Alert if there is a campus closing that will impact a class and describe that the calendar is subject to change, citing the [Campus Closures Policy](https://policy.unt.edu/policy/15-006) (<https://policy.unt.edu/policy/15-006>).

## Syllabus Change Policy

I reserve the right to make changes to the syllabus to reflect any university-wide policy changes as well as to adjust due dates and content covered to better assist you in mastering the material. I will notify you of any such changes via e-mail, in person, Coursera announcement, and I will provide the updated syllabus to you. Any changes will be out of necessity or to benefit the class as a whole.

## Assessing Your Work

As a general rule, I do not grade on a "curve" because that is a comparison of your outcomes to others. I do, however, encourage you to maximize your learning with our coaching staff at the [Learning Center](#). Also, please feel free to contact me if you ever feel like you are struggling, and remember that UNT offers a suite of Academic Support Services to help you:

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)

- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

And please remember our Honor Code: *"I commit myself to honor, integrity, and responsibility as a student representing the University of North Texas community. I understand and pledge to uphold academic integrity as set forth by [UNT Student Academic Integrity Policy, 06.003](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>). I affirm that the work I submit will always be my own, and the support I provide and receive will always be honorable*

## Graded Assessments

Item	Points	Total Points	Course Weight
16 Module Quizzes	18.75 Pts Per Quiz (15 questions worth 1.25 pts each)	300	30%
1 Midterm Exam	300 Pts (60 questions worth 5 pts each)	300	30%
1 Final Exam	400 Points (80 questions worth 5 pts each)	400	40%
		1000	100%

## Course Grading Scale

Possible Points	From (Pts)	To (Pts)	From (%)	To (%)	Grade Earned
1000	900	1000	90%	100%	A
899.99	800	899.99	80%	89.99%	B
799.99	700	799.99	70%	79.99%	C
699.99	600	699.99	60%	69.99%	D
599.99	500	599.99	0%	59.99%	F

## Late Work Policy

**I do not accept late work.** It is not fair to other students to allow a student to submit late work and earn credit. An exception to the above may be made on a case-by-case basis if you provide documentation substantiating a valid personal emergency. **If you are overwhelmed or feeling behind, please contact me before the assignment is due.**

## GRADING FEEDBACK

Review the assignment requirements carefully to avoid missing components and losing points. If you have questions, ask before submitting—contacting me directly is encouraged. If a course includes manually graded elements, I aim to return graded work to you within five business days of the due date. When this is not possible, I will send an announcement to the class.



## AI and Generative AI Use Policies – Permitted Use

In this course, you are encouraged to use Generative AI (GenAI) tools such as CoPilot, Claude, ChatGPT, Gemini to support your learning and develop skills for a GenAI-oriented workforce. This use will help us stay technically proficient and ethically grounded. However, **GenAI should complement, not replace, your critical thinking or our course materials. If something seems unclear, please seek clarification.**

I use GenAI to enhance materials, streamline tasks, generate prompts, create scenarios, draft syllabi, build study guides, analyze performance. I disclose how I use GenAI, and I expect the same from you.

In line with the UNT Honor Code, all work you submit must be your own. Using GenAI tools without attribution or relying on them to complete assignments violates academic integrity and will be addressed according to university policy.

## SUNDOWN RULE

You have one week from the grade release date to inquire about any grade, except when urgent resolution is required before grades are submitted to the Registrar.

## Getting Help, Technical Assistance

Please immediately report ALL problems through the channels below and obtain a ticket number. Without a ticket number, I can't follow up on the technical issue. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and can advise me of the outcome.

Part of working in an online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

## Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)

- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Additional student support services offered by UNT include:

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/dean-of-students/programs-and-services/care-team/)
  - (<https://studentaffairs.unt.edu/dean-of-students/programs-and-services/care-team/>)
- [UNT Food Pantry](https://studentaffairs.unt.edu/food-pantry) (<https://studentaffairs.unt.edu/food-pantry>)

## Examination Policy

### MIDTERM AND YEAR-END EXAM

These mandatory exams are “knowledge-acquisition-application” oriented. They are designed to *quickly* test your knowledge. The questions cover content from the textbook, additional articles, and videos. **Using textbooks and/or notes on exams is not permitted.** These are closed book exams. **The midterms and exams will be available during a 48 hour window from 12:01 AM on Monday through Tuesday until 11:59 pm CST when the midterm and exams will close – refer to the course schedule for exact dates.** You will have **60 minutes** to answer multiple choice and true/false questions. **You will need to download Respondus LockDown Browser with WebCam (<https://clear.unt.edu/supported-technologies/respondus-lockdown-browser>).** Your screen with the exam questions will be recorded.

You must complete the exams **independently in one sitting during the exam availability window**. I strongly recommend you start your exam EARLY during the Open/Access Window to allow plenty of time to resolve any issues that may occur. You need to know and be familiar with ALL material assigned in the Canvas modules to do well.

I will complete a post-exam analysis and send an Announcement once scores have been posted on Canvas.

ACADEMIC INTEGRITY: Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test and the test taking window. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Exam questions are randomized so you will NOT see the same questions in the same order as your classmates.

As a future business professional, your integrity is of the utmost importance.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. **A finding of academic dishonesty may result**

**in a range of academic penalties or sanctions ranging from admonition, loss of academic scholarships, to expulsion from the University.**

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The incident will be reported to University authorities for appropriate disciplinary action. If you have engaged in academic dishonesty related to this course, possible consequences include a failing grade on the test or assignment, or a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. The [Student Academic Integrity policy](https://policy.unt.edu/policy/06-003) can be found at <https://policy.unt.edu/policy/06-003>.

**NOTE:** As mentioned earlier, I may submit any/all of your work to an electronic plagiarism monitoring service such as [www.Turnitin.com](http://www.Turnitin.com). Proper action will be taken if significant plagiarism is evident.

## RCOB SYLLABUS STATEMENT ON ACADEMIC HONESTY

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

## Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

## *Emergency Evacuation Procedures for Business Leadership Building/G. Brint Ryan College of Business*

**Severe Weather** - In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level, and in rooms 170, 155, and the restrooms on the first floor.

**Bomb Threat/Fire** - In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

## Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be

divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagle-connect) (<https://it.unt.edu/eagle-connect>).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Important Notice for F-1 Students taking Distance Education Courses

#### *Federal Regulation*

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave,

or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### *University of North Texas Compliance*

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### *Student Verification*

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### *Use of Student Work*

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

### Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

*Example:* If a course employs lecture capture technology to record class sessions, students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.